Headquarters
United States Army Europe
United States Army Installation Management Command
Europe Region
Heidelberg, Germany

Army in Europe
Regulation 600-700*

4 February 2010

Personnel—General

Identification Cards and Individual Logistic Support

***This regulation supersedes AE Regulation 600-700, 1 October 2009**

For the Director:

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Document Management

Summary. This regulation provides policy and procedures for issuing military ID cards and implementing the individual logistic support (ILS) privileges that may be offered to various categories of military and civilian personnel according to the NATO Status of Forces Agreement (SOFA), the Supplementary Agreement to the NATO SOFA for Germany, and related international agreements.

Summary of Change. This revision incorporates changes in paragraphs 3-3, 14-4(a)(11), 16-3e, and 17-6c(10). Specifically, paragraph 3-3 has been revised to indicate that foreign national employees and foreign military personnel who require a Common Access Card for computer use associated with their DOD employment or affiliation are not authorized the full range of individual logistic support. Paragraphs 14-4(a)(11), 16-3e, and 17-6c(10) have been revised to state that a money order or cashier's check from a military banking facility will be made payable to a U.S. Government agency. An administrative change has been made to the Army in Europe Publishing System website.

Applicability. Unless otherwise specifically stated, this regulation applies primarily to U.S. Army personnel in Germany. When consistent with international agreements and arrangements, this regulation applies in other countries where the Army in Europe is authorized to provide ILS.

Supplementation. Organizations will not supplement this regulation without IMCOM-Europe (IMEU-HMT) approval.

Forms. This regulation prescribes AE Form 600-700A, AE Form 600-700B, AE Form 600-700C, AE Form 600-700D, and AE Form 600-700E. AE and higher level forms are available through the Army in Europe Publishing System at *https://aepubs.army.mil/ae/public/index.aspx*.

Records Management. Records created as a result of processes prescribed by this publication must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at *https://www.arims.army.mil*.

Suggested Improvements. The proponent of this regulation is IMCOM-Europe (IMEU-HMT, DSN 379-6647). Users may suggest improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055.

Distribution. B (AEPUBS).

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CHAPTER 1
INTRODUCTION

1-1. PURPOSE

a. This regulation explains—

(1) Which persons are eligible for individual logistic support (ILS).

(2) Types of ILS.

(3) Procedures for obtaining ILS.

b. This regulation does not cover establishing, funding, operating, staffing, or other similar matters connected with the ILS system.

c. This regulation addresses the ILS system for individuals and organizations or activities that are administered under or subject to Army in Europe (AE) policy and procedures.

d. Conflicts between this regulation and directives governing specific privileges or patron eligibility will be resolved by the proponent of the governing directive. Persons with questions should consult the proponent of the governing directive.

1-2. POLICY

a. Basic ILS policy for the Army, Navy, Air Force, Marines, and Coast Guard is in AR 600-8-14.

b. AR 600-8-14 governs who may be issued ID cards under U.S. military laws and regulations.

c. This regulation implements the provisions of applicable international agreements by establishing the specific ILS privileges that may be authorized for personnel who are issued ID cards according to AR 600-8-14 and this regulation.

1-3. REFERENCES
Appendix A lists references.

1-4. EXPLANATION OF ABBREVIATIONS AND TERMS
The glossary defines abbreviations and terms.

1-5. RESPONSIBILITIES

a. The Director, IMCOM-Europe (IMEU-HMT), will—

(1) Update this regulation after coordinating with appropriate authorities.

(2) Approve or disapprove requests for exceptions to this regulation, except for those requests pertaining to exceptions to ILS that have customs and tax implications or involve Status of Forces Agreement (SOFA) status extensions.

(3) Send requests for exceptions to ILS policy that involve customs, tax issues, and SOFA-status extensions to the NATO/SOFA Office (ECJ1-CEA-NS), Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931.

(4) Interpret policy and procedures established in this regulation, but refer questions related to customs and tax issues to the NATO/SOFA Office ((3) above).

(5) Authorize United States Army garrison (USAG) commanders to requisition common access cards (CACs), DD Form 1173, AE Form 600-700A, and other types of accountable ID cards, and issue them as prescribed by this regulation.

(6) Approve or disapprove requests from agencies other than USAGs to issue AE Form 600-700A.

b. ID-card issuing authorities (glossary) will—

(1) Designate issuing officers.

(2) Maintain records of AE Form 600-700A issued using AE Form 600-700C.

(3) Maintain proper accountability of ID cardstock at all times and conduct a 100-percent formal inventory of all ID cards each month.

(4) Issue ID cards to eligible applicants and ensure the verifying official has authorized the applicable logistic support items.

(5) Terminate ID cards according to the procedures in paragraph 1-6.

(6) Establish strict screening procedures to ensure only eligible persons receive ILS. ID-card issuing authorities may request documentation or legal proof the person is a dependent Family member before authorizing privileges.

(7) Issue replacements for lost or stolen ID cards only after being presented a copy of a memorandum from the local military police or provost marshal office confirming that a report has been made for the lost or stolen ID card.

c. Sponsoring agencies (glossary) will—

(1) Appoint verifying officials on DD Form 577 or signature-authorization memorandums, if appropriate.

(2) Ensure persons designated to verify applications are aware of their responsibilities as verifying officials. Sponsoring agencies will ensure each person is familiar with applicable policy in this regulation before sending the appointment DD Form 577 or signature-authorization memorandum to the appropriate ID-card-issuing authorities. Sponsoring agencies will arrange for training with the issuing authorities if required.

(3) Inform cardholders at the time authorization is issued that ID cards must be turned in to their supervisor when they are no longer authorized support.

d. Verifying officials will—

(1) Be a commissioned officer, warrant officer, enlisted person in the grade of E4 or above, or a civilian employee in the grade of YA-1, NF-3, C-5, or the equivalent or above.

(2) Validate eligibility of bona fide beneficiaries to receive ID cards and associated benefits and entitlements.

(3) Determine which items of ILS are authorized according to this regulation.

(4) Ensure the privileges expiration date is indicated on each application.

(5) Sign appropriate applications for ID card issue.

1-6. ID-CARD LOSS OR THEFT AND TURN-IN PROCEDURES

a. Lost or stolen ID cards must be reported and replaced as quickly as possible. All personnel must immediately report the loss or theft of their ID card to the nearest military police station or provost marshal office. The military police will ensure that the ID card is invalidated in the Installation Access Control System (IACS) and will issue a memorandum verifying that an official report of the loss or theft has been made. This memorandum must be given to the ID-card-issuing office before the card may be replaced. Additional administrative measures that would delay the reporting and replacement of a lost or stolen card (for example, requiring a commander's authorization or a supervisor's signature) are not appropriate and may not be implemented at any level.

b. All civilian employees will turn in their ID cards and their dependent Family members' ID cards to their supervisor on termination of their employment or reassignment to another DOD agency (for example, Army to Air Force). All civilian employees will also turn in their dependent Family members' ID cards whenever the employee and dependent Family members establish separate residences. The organization of employment will establish procedures to ensure ID cards are subsequently turned in to the nearest ID-card-issuing authority within 72 hours after receiving them from the employee.

c. All contractor employees will turn in their ID cards and their dependent Family members' ID cards to their contracting officer's representative (COR) on termination of their employment or reassignment to another DOD agency (for example, Army to Air Force). All contractor employees will also turn in their dependent Family members' ID cards whenever the employee and dependent Family members establish separate residences. The COR will subsequently turn in ID cards to the nearest ID-card-issuing authority within 72 hours after receiving them from the employee.

d. When the immediate supervisor or COR has reason to believe that an employee has abandoned his or her position, the supervisor or COR will inform the local ID card and IACS offices so that the employee's ID card can be invalidated in the Defense Enrollment Eligibility Reporting System (DEERS) and IACS. If it is later determined that the employee did not abandon employment, the sponsoring agency will request that an ID card be reissued to the employee.

e. Destruction of collected ID cards is not authorized. All ID cards must be turned in to the nearest ID-card-issuing authority for proper disposition as specified in subparagraphs a through c above.

1-7. DOCUMENTATION

Only the forms and documents in this regulation and authorization memorandums issued by the NATO/SOFA Office (ECJ1-CEA-NS) will be accepted at facilities that provide ILS.

1-8. COMMISSARIES

Unless specifically authorized by this regulation, commissary privileges will not be granted to non-DOD personnel. Requests for exception to provide commissary support to non-DOD personnel must be sent to IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055. A justification must be provided that approving the request is in the best interest of the U.S. Government and that those persons are connected with DOD, their activities are related to DOD, or they are performing functions for DOD. The Director, IMCOM-Europe, will ensure decisions on such requests are made according to DOD Instruction 1330.17.

1-9. GOVERNMENT FAMILY AND UNACCOMPANIED PERSONNEL HOUSING

AR 420-1 establishes eligibility for Government Family and unaccompanied housing, housing referral services, and furnishings support. Eligibility for Government housing and furnishings support is limited to active duty (AD) Soldiers and their dependent Family members, and DOD appropriated fund (APF) and nonappropriated fund (NAF) U.S.-citizen civilian personnel recruited in the United States.

1-10. VIOLATIONS

a. The following may subject the offender to adverse administrative and disciplinary action under AE Regulation 27-9, AE Regulation 27-10, or AE Regulation 600-1:

(1) Abusing privileges authorized in this regulation.

(2) Presenting falsified or otherwise fraudulent documents to obtain DOD identification or ILS.

(3) Making a false official statement concerning the status of sponsors, dependent Family members, or contractors; entitlement to ID cards; or entitlement to privileges of any individual.

b. IMCOM-Europe (IMEU-HMT) may revoke or permanently suspend ILS entitlements for persons who commit any of the violations in subparagraph a above.

c. Competent Germany authorities may take action against unaccompanied dependent Family members, retirees, gray-area retirees, widows, widowers, and 100-percent disabled veterans living in Germany for violations of this regulation. German customs authorities may temporarily suspend or permanently revoke their *Zollbescheinigung* (German customs certificate). Permanent revocations may be appealed to the German Federal Ministry of Finance through the NATO/SOFA Office (ECJ1-CEA-NS), Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931.

d. Withdrawal of Army post office (APO) privileges must be coordinated with local APO officials and the Postal Operations Branch, Mission Support Division, Host Nation Liaison Field Operating Activity, IMCOM-Europe, to ensure the action is consistent with applicable DOD and AE postal support directives. If a postal-violation investigation results in any suspension or revocation action, the suspending authority will report it to IMCOM-Europe (IMEU-HMP), Unit 29055, APO AE 09081-9055. When unaccompanied dependent Family members, retirees, gray-area retirees, widows, widowers, and 100-percent disabled veterans commit postal violations, the local field office of the United States Forces Customs - Europe (USFC-E) will notify the German customs authorities and IMCOM-Europe (IMEU-HMP), Unit 29055, APO AE 09081-9055.

1-11. CHANGES AND EXCEPTIONS

a. Recommendations for changes to this regulation and requests for exceptions to policy must be sent through command channels to IMCOM-Europe (IMEU-HMT). One-time requests for support not listed in this regulation must—

(1) State the specific logistic-support privileges desired.

(2) List the persons, including dependent Family members, for whom the support is requested.

(3) Include completed DD Form 1172 or AE Form 600-700B for persons wanting support.

(4) Include the date of arrival in Germany, the purpose of the visit or assignment, and the expected length of stay.

b. IMCOM-Europe will send requests for exceptions to customs and tax policy to the NATO/SOFA Office (ECJ1-CEA-NS), Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931.

1-12. DEPENDENCY DETERMINATIONS FOR DOD CIVILIAN AND CONTRACTOR SPONSORS

a. General.

(1) DOD civilian and contractor sponsors issued ID cards according to AR 600-8-14 or this regulation may request determinations of dependency status from their sponsoring agencies for the types of Family members listed in AR 600-8-14, paragraphs 19.21 (incapacitated children over age 21), 19.22 (parents/parents-in-law, step-parents, and parents-by-adoption), and 19.24 (illegitimate children under age 21). Family members not eligible for these specific dependency-status determinations by sponsoring agencies may be eligible for member-of-household (MOH) status according to chapter 8.

(2) Dependency implies an existing condition. Previous dependency or the possibility of future dependency does not determine current dependency.

(3) The Family member's monetary income from all sources other than the sponsor must be less than 50 percent of the Family member's monthly expenses.

(4) The sponsor must be responsible either by cash contribution or by value of services provided (such as room and board) for at least 50 percent of the Family member's support.

b. Procedures.

(1) The sponsor will submit a written request to the sponsoring agency for determination of dependency status. The request must be sworn to by both the sponsor and the Family member and be notarized. Requests must include the documentation listed in AR 600-8-14, attachment 5, and the following:

(a) A statement as to whether or not the Family member was claimed as an exemption on the sponsor's last income-tax return. The statement must provide the name of the internal revenue district to which the return was sent or the reason why the Family member was not claimed.

(b) A statement as to whether or not the Family member is living in the sponsor's household and, if so, for what periods.

(c) Statements and documents providing evidence of the Family member's total monthly income and personal living expenses and the sponsor's total contributions toward the Family member's total monthly personal living expenses.

(2) Sponsoring agencies will determine eligible Family members. Written approvals or disapprovals ((a) and (b) below) will be prepared and provided to sponsors. Questionable requests must be coordinated with the local staff judge advocate office. As a minimum—

(a) Approvals will include guidance on when and where to report to receive a dependent Family member ID card, advice on the documentation required by the ID-card-issuing agency, a statement explaining the procedures for renewal or advising the sponsor and Family member that the authorization cannot be renewed and why, and a statement informing the sponsor that he or she must immediately return the Family member's ID card to the sponsoring agency if the Family member's dependent status ends before the ID card expires.

(b) Disapprovals must include reasons why the Family member is ineligible for dependent or MOH status and refer them to host-nation immigration authorities regarding alien-registration requirements.

(3) ID-card-issuing authorities will issue DD Form 1173 to Family members with approved dependency determinations.

c. Identity Document. Family members with approved dependency status will receive DD Form 1173.

d. Expiration Date. The expiration date on ID cards issued to Family members granted dependency status under this paragraph will be the sponsor's current tour-completion or contract-expiration date, or the date the Family member's dependency ends, whichever is earliest.

e. Authorized Support. Family members granted dependency status under this paragraph are authorized the same ILS as their sponsor.

f. Special Instructions.

(1) Sponsors will send requests for renewal of the Family member's dependency status to the sponsoring agency 30 days before the expiration date on the Family member's ID card. Requests must include a complete copy of the previous approval, a copy of the approved extension of the sponsor's tour-completion or contract-expiration date, and documented evidence of continued support.

(2) Requests for renewal of dependency status for some Family members cannot be granted. Examples of Family members for whom requests cannot be granted include children who—

(a) Marry, regardless of their age.

(b) Turn 21 years old and who are not enrolled full-time in an institution of higher learning or who are not mentally or physically incapacitated. Children of APF and NAF civilian employees who traveled to their sponsor's European duty station as dependent Family members at Government expense and became 21 years old during the sponsor's overseas tour may qualify for MOH status according to paragraph 8-1.

(c) Turn 23 years old and were not mentally or physically incapacitated before age 21.

(3) Temporary ID cards will not be issued pending approval of the sponsor's tour-completion or contract-expiration date, request for dependency determination, or renewal of the dependent status.

1-13. DEPENDENCY DETERMINATIONS FOR SOLDIERS

Soldiers will send requests for determination of their Family members' dependency status to the Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) (Director of Military Personnel, Special Assistance Division, Dependency/Garnishment), 8899 East 56th Street, Indianapolis, IN 46249-0855, following the procedures in AR 600-8-14, paragraphs 19.21, 19.22, and 19.24. Family members who do not meet the eligibility requirements for dependency status according to DFAS-IN may be eligible for MOH status according to chapter 8.

1-14. LEAVE WITHOUT PAY

ILS will continue when an employee is in a leave without pay (LWOP) status until the servicing civilian personnel advisory center determines (in consultation with the employee's supervisor) that the employee-employer relationship is severed.

1-15. GROMMETS ON ID CARDS

Grommets are not authorized on ID cards.

1-16. ACCOUNTABILITY OF AE FORM 600-700A

AE Form 600-700A is an accountable form and will be monitored in the same way as other accountable ID cards (for example, CACs, DD Form 2, DD Form 1173). Only IMCOM-Europe (IMEU-HMT) may approve requests from agencies other than U.S. Army or U.S. Air Force ID-card-issuing facilities to issue AE Form 600-700A.

1-17. ID-CARD CHECKS BY GARRISON COMMANDERS

In addition to routine identification and entitlement checks made by facility managers and employees, garrison commanders will make unannounced ID-card checks at privilege facilities (including food courts and morale, welfare, and recreation (MWR) facilities) at least once every 6 months. The purpose of these checks is to confiscate expired or altered cards and cards possessed by unauthorized persons. Persons making the checks will ensure retirees have the appropriate German customs documents before they enter a privilege facility (for example, AAFES-Eur facility, commissary).

1-18. REQUESTS REQUIRING PROVOST MARSHAL, USAREUR, AND CG, USAREUR, CUSTOMS EXECUTIVE AGENT APPROVAL

The following requests must be sent by mail to the NATO/SOFA Office (ECJ1-CEA-NS), Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931; or by fax to DSN 381-7324.

a. Exceptions to the Provisions of This Regulation. Requests for exceptions that involve customs or tax issues (for example, use of AAFES-Eur; commissary; customs exemption; military postal service; petroleum, oils, and lubricants (POL); U.S. Forces privately owned vehicle (POV) registration; *Abwicklungsschein* (value-added tax-relief form)) and SOFA-status extensions must be submitted in writing with appropriate supporting justification and copies of documentation (for example, ID cards, passports, permanent change of station (PCS) or assignment orders, medical statements). The approving authority is the German Federal Ministry of Finance. If approved, the NATO/SOFA Office will issue a memorandum authorizing customs or tax exemptions or SOFA-status extensions, as appropriate.

b. *In Loco Parentis* Authorizations. *In loco parentis* is Latin for "in place of a parent." *In loco parentis* authorizations may be granted in situations involving U.S. Forces personnel deployed to support peacekeeping, contingency, or security operations. These authorizations grant customs and tax exemptions to non-SOFA status personnel while they care for the children of single military and civilian component personnel, dual-military couples, and dual-civilian component personnel deployed or deploying to support peacekeeping, contingency, or security operations. This status does not authorize the individual to work on the German economy. The following information and supporting documents must be included in requests submitted to the NATO/SOFA Office:

(1) Sponsor's personal information, including full name, grade, social security number (SSN), unit or organization address, APO number, unit and organization contact telephone number, date eligible for return from overseas (DEROS) or tour-completion date, residence address and telephone number, and POV license plate number.

(2) Marital status (if married, indicate the location of the spouse).

(3) Number and ages of children.

(4) Full name of the person acting *in loco parentis*, nationality, passport number or ID card number, date of arrival in Germany and purpose of stay, place of residence and address, and type and number of drivers license.

NOTE: The person acting *in loco parentis* should get an international drivers license before arriving in Germany. An international drivers license obtained in Germany is not valid in Germany and a U.S. Forces certificate of license cannot be issued.

(5) Copy of deployment orders (or written deployment verification by the commander or head of organization).

(6) Copy of the passport of the person acting *in loco parentis*.

(7) Copy of the visa or *Aufenthaltstitel* (resident permit) for Germany if the person acting in loco parentis is not a citizen of the United States or a European Union (EU) member state, issued by the *Ausländerbehörde* (alien-control authorities) or a German embassy.

NOTE: If *in loco parentis* authorization is granted, the NATO/SOFA Office will issue a memorandum of authorization and AE Form 600-700A with a specified expiration date. The issued AE Form 600-700A must list "Germany" in block 15.

CHAPTER 2
PROCEDURES FOR ISSUING AE FORM 600-700A AND ASSOCIATED APPLICATIONS (AE FORM 600-700B)

SECTION I
AE FORM 600-700A

2-1. PURPOSE
This chapter provides procedures for requisitioning, issuing, and controlling AE Form 600-700A.

2-2. ID-CARD-ISSUING AUTHORITIES

a. Organizations and activities may send requests to be designated as ID-card-issuing authorities through command channels to IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055.

(1) Requests must include—

(a) The official mailing address of the organization.

(b) The account number under which the organization receives accountable forms.

(c) The number of AE Forms 600-700A required for initial issue.

(d) A justification for the request.

(2) Approved requests will be returned to the initiating agency designating the requester as an ID-card-issuing authority.

(3) If required, United States Army Publications Distribution Center, Europe (USAPDCE), will assign accountable-form control numbers so that the agency may requisition AE Form 600-700A.

b. ID-card-issuing facilities that normally have an accountable-forms account for issuing other military Service identity documents are an exception to the requirement in subparagraph a above.

c. The designation of an organization or activity as an ID-card-issuing authority will not be transferred, reassigned, or discontinued without the approval of IMCOM-Europe (IMEU-HMT).

d. ID-card-issuing authorities may designate ID-card-issuing personnel in the grades of specialist, GS-4, and equivalent grades or above. Contractor employees may also be designated as ID-card-issuing personnel. Exceptions to grade requirements may be approved by USAG commanders and IMCOM-Europe (IMEU-HMT) when the mission requires it.

e. AE Form 600-700A is a controlled form and is available from USAPDCE for ID-card-issuing authorities through standard accountable-form requisitioning procedures.

f. AE Form 600-700A may be transferred between ID-card-issuing authorities only during an emergency. Agencies must document the transfer.

2-3. ID-CARD-ISSUING AUTHORITY ACTIONS

a. ID-card-issuing authorities will issue AE Form 600-700A only as specified in this regulation. Requests for exceptions to policy and questionable cases must be sent to IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055, for a final determination. IMCOM-Europe must send cases involving customs or tax issues and SOFA-status extensions to the NATO/SOFA Office (ECJ1-CEA-NS), Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931, for determination by that agency.

b. ID-card-issuing authorities will not issue AE Form 600-700A as an interim measure pending a decision or as an exception to this regulation.

c. AE Form 600-700A will be issued only when supported by two properly completed and verified AE Form 600-700B (this chap, sect II). AE Form 600-700B is required to replace an expired, lost, or stolen AE Form 600-700A.

d. ID-card-issuing authorities may issue AE Form 600-700A to eligible dependent Family members who are 10 years old and older.

2-4. REQUESTS REQUIRING DIRECTOR, IMCOM-EUROPE, APPROVAL

a. The following persons may initiate requests for ILS that require written approval by the Director, IMCOM-Europe:

(1) The person concerned.

(2) The supervisor, staff office, headquarters, or organization responsible for the person concerned, or the individual providing assistance to the person concerned.

b. The verifying official will complete AE Form 600-700B, sections I, II, and III (block 12 will not be completed). The application will be sent with a written justification to IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055.

c. If the application is approved, the Director, IMCOM-Europe, will complete block 12 and the appropriate document authorizing ILS.

2-5. SUPPORT ENTITLEMENT

AE Form 600-700A will be issued when a person is eligible for any ILS item listed in block 12 of AE Form 600-700B.

a. ID-card-issuing authorities will ensure requests for support are verified by a verifying official (from the sponsoring agency) who has a DD Form 577 or signature-authorization memorandum on file. Verifying officials will maintain documented evidence of the status of each person requesting support under the appropriate chapter of this regulation.

b. Verifying officials will check the ILS items in block 12 of AE Form 600-700B that the cardholder is authorized to receive according to this regulation.

c. ID-card-issuing authorities will review AE Form 600-700B to ensure the authorized support indicated is according to this regulation before issuing AE Form 600-700A. The word LIMITED in AE Form 600-700A, block 14, indicates the person is limited to the privileges checked in block 17.

2-6. EXPIRATION OF AE FORM 600-700A

a. Unless otherwise specified in this regulation, AE Form 600-700A will expire on the earliest of the following:

(1) Three years after the date of issue.

(2) The sponsor's assignment- or tour-completion date.

(3) The sponsor's contract-expiration date.

b. For unmarried children, the expiration date will be the child's 21st birthday. If a 21- or 22-year-old, unmarried child is enrolled in an accredited institution in a full-time course of study leading to an associate's degree or higher, or equivalent degree in a recognized foreign educational institution, the child may be issued an AE Form 600-700A that expires on the anticipated graduation date or when the child turns 23, whichever comes first.

2-7. CONTROL OF AE FORM 600-700A

a. ID-card-issuing authorities will destroy all turned-in copies of AE Form 600-700A. DA Form 3964 will be completed and signed by the person destroying the AE Form 600-700A. DA Form 3964 requires a witness signature. Copies of DA Form 3964 must be kept for 2 years.

b. Blank copies of AE Form 600-700A must be inventoried each month. These forms must be stored in a safe, a locked file cabinet, or a locked room where access is strictly controlled. Access rosters must be maintained indicating the names of persons who know the safe combination or have keys to the cabinet or room.

c. ID-card-issuing authorities will maintain AE Form 600-700C. AE Form 600-700C will be used to indicate the disposition of each card (including those ruined in preparation). The word VOID will be written in the "Issued to" block on AE Form 600-700C for copies of AE Form 600-700A that were voided. The entry of the word VOID will be supported by the signature and legibly printed name of the issuing authority in the "Issuing official" block on AE Form 600-700C. Cards will be listed in numerical order.

d. ID-card-issuing authorities will inspect copies of AE Form 600-700B and AE Form 600-700C each month. As a minimum, ID-card-issuing authorities will screen 25 percent of completed copies of AE Form 600-700B for privileges granted against privileges authorized by this regulation. Army in Europe commanders will review issuing procedures during command inspections or assistance evaluations.

2-8. COMPLETING AE FORM 600-700A

ID-card-issuing authorities will—

a. Complete AE Form 600-700A according to table 2-1. AE Form 600-700A, block 15, must indicate country-of-use limitations as specified in the applicable chapter in this regulation that prescribes issuance.

b. Use a new AE Form 600-700A to correct errors in card preparation.

c. Normally mount a photograph on AE Form 600-700A as described in subparagraph d below. ID-card-issuing authorities will stamp VALID WITHOUT PHOTOGRAPH on any AE Form 600-700A issued for 30 days or less or for other reasons approved by IMCOM-Europe (IMEU-HMT).

d. Photographs must be attached using glue, paste, or other permanent means. Staples will not be used. Forms must be laminated.

e. Data entries will be typed or block printed in ink.

2-9. LOST OR STOLEN AE FORM 600-700A

a. AE Form 600-700B must be completed by the sponsoring agency to replace a lost or stolen AE Form 600-700A. The loss or theft must be described in section VI of AE Form 600-700B.

b. When there is doubt about entitlements, ID-card-issuing authorities will consult with the sponsoring agency. ID-card-issuing authorities may disapprove a request for a replacement AE Form 600-700A when there is reason to believe misuse or abuse has occurred. This action will be considered a temporary suspension and processed according to paragraph 1-10.

Table 2-1
Instructions for Completing AE Form 600-700A

Block	Title	Instructions
1	Date of issue	Enter the date the AE Form 600-700A is issued.
2	Expiration date	Enter the date the card expires using standard three-letter abbreviations for the month (for example, 15 Aug 09 for a card that expires 15 August 2009).
3	Issued to	Enter the recipient's last name, first name, and middle initial.
4	Color eyes	Enter the recipient's eye color.
5	Color hair	Enter the recipient's hair color.
6	Height	Enter the recipient's height in inches.
7	Weight	Enter the recipient's weight in pounds.
8	Grade and name of sponsor	Enter the sponsor's grade, last name, first name, and middle initial.
9	Identity number	Enter the person's SSN, passport, or national ID card number (recipient's option).
10	Date of birth of bearer	Enter the recipient's birth date.
11	Status of sponsor	Enter the appropriate abbreviation: BE AD — Belgian military on AD BU AD — Bulgarian military on AD CA AD — Canadian military on AD CONSUL or DIPL — diplomatic personnel CRU — credit union employee CZ AD — Czech Republic military on AD DA AD — Danish military on AD DOD CIV — DOD civilian employee DOD CONTR — DOD accredited contractor ES AD — Estonian military on AD FLP — foreign liaison personnel FMT — foreign military trainee FN EMP — foreign-national employee – TDY other countries FR AD — French military on AD GE AD — German military on AD GR AD — Greek military on AD HU AD — Hungarian military on AD IC AD — Icelandic military on AD INTL CIV — NATO civilian personnel employed at an IMH IT AD — Italian military on AD IT MIL PERS — Italian military personnel – USASETAF-supported FN CLERGY — local-national clergy LA AD — Latvian military on AD LI AD — Lithuanian military on AD LU AD — Luxembourg military on AD NL AD — Dutch military on AD NO AD — Norwegian military on AD NS — NATO/SOFA Customs Office approvals PO AD — Portuguese military on AD PL AD — Polish military on AD RO AD — Romanian military on AD SL AD — Slovenian military on AD SP AD — Spanish military on AD STU — student (DODDS) STU-TCH — student-teacher (DODDS) SR AD — Slovak Republic military on AD TU AD — Turkish military on AD UK AD — British military on AD US AD — United States military on AD US NDH — U.S. NATO direct-hire employee

Table 2-1 Instructions for Completing AE Form 600-700A		
Block	**Title**	**Instructions**
12	Card number	The card number is printed on each form. Make no entries in this block.
13	Relationship to sponsor	Complete this block using one of the following: SELF self SP spouse CH child SC stepchild GC grandchild GP grandparent P parent SP stepparent SIS sister BRO brother SS stepsister SB stepbrother NI niece NE nephew
14	LIMITED	The word LIMITED indicates the recipient is limited to the privileges not lined out in block 17. Make no entries in this block.
15	Valid in countries indicated	Enter the specific country-of-use limitations for the privilege card per the applicable chapter of this regulation.
16	Signature of bearer	Bearer will sign in this block.
17	Privileges	In the underlined space, enter the chapter number of this regulation that authorizes privileges in this block. Place an *x* in the block to the left of each privilege authorized and line through each privilege not authorized. Privileges in item 23, OTHER, must be specified.
18	Place of issue	Enter the location where the form is issued (for example, USAG Heidelberg, Germany). APO numbers will not be entered.
19	Name and signature of issuing officer	Enter the issuing official's name and grade (if the issuing official is a contractor employee, enter CONTR as the grade). The issuing official will sign this block.

2-10. DISPOSITION OF RECORDS

ID-card-issuing authorities will—

a. Complete AE Form 600-700B and file it with the applicable AE Form 600-700C.

b. Cut off AE Form 600-700C at the end of the calendar year and keep the forms according to applicable records-management directives.

c. Return duplicate copies of completed AE Form 600-700B to the requesting organization for inclusion in the person's personnel records (optional).

SECTION II
AE FORM 600-700B

2-11. ACTIONS BY SPONSORING AGENCIES

Sponsoring agencies will complete two copies of AE Form 600-700B, sections I, II, and III, according to table 2-2.

Table 2-2
Sponsoring Agency Instructions for AE Form 600-700B

Block	Title	Instructions
Section I	Identification of Person on Whom Eligibility for AE Form 600-700A Is Based	The information in this section pertains to the sponsor for whom eligibility for ILS is based.
1	Sponsor's name	Enter the sponsor's last name, first name, and middle initial.
1a	SSN	Enter the sponsor's SSN, passport, or national ID card number (recipient option).
2	Grade	Enter the sponsor's grade.
3	Status of sponsor	Enter the sponsor's status code (for example, GE AD, FN CLERGY). Status codes are in table 2-1, block 11.
4	Employer and job or duty title	Enter the name of the sponsor's employing company or organization and the sponsor's duty title.
5	Date of expiration of sponsor's overseas tour or duty appointment	Enter the sponsor's tour-completion date or 3 years after the present date, whichever comes first.
6	Reason for application	Self-explanatory.
Section II	Persons for Whom Cards Are Requested	The information in this section pertains to persons for whom cards are being requested.
7a	Last name, first name, MI	Enter last name, first name, and middle initial in appropriate blocks. The requester must list complete names.
7b	Identity no.	Enter the person's SSN, passport, or national ID card number (recipient option).
7c	Relationship to sponsor	Enter the appropriate code from table 2-1, block 13.
7d - i	Color of eyes, color of hair, height, weight, date of birth, nationality	Self-explanatory.
7j - l	Date issued, card number, expiration date	Leave blank. Blocks 7j through 7l are reserved for use by the ID card-issuing authority.
8 - 11		Complete information in blocks 8 through 11 the same as in blocks 7a through 7i. If more than five blocks are needed (for example, sponsor and five Family members), use a second AE Form 600-700B. Section I of the second AE Form 600-700B must also be completed.
Section III	Verification by Responsible Official of Sponsoring Agency	
12	The following checked privileges were granted to the above individual according to chapter _____ of AE Regulation 600-700	Enter the chapter number of this regulation that was used to determine privileges granted.
13	Organization & address of verifying official	Enter the organization, geographic address, and telephone number of the verifying official named in block 14. APO numbers will not be used.
14	Typed name, grade, and title	Type the name, grade, and title of the verifying official. The verifying official must present DD Form 577 to the servicing ID-card-issuing authority.
15	Signature	The verifying official will sign this block.

2-12. ACTIONS BY ID-CARD-ISSUING AUTHORITIES

ID-card-issuing authorities will complete AE Form 600-700B according to table 2-3.

Table 2-3
Issuing Agency Instructions for AE Form 600-700B

Block	Title	Instructions
7j	Date issued	Enter date AE Form 600-700A is issued.
7k	Card number	Enter the six-digit AE Form 600-700A control number.
7l	Expiration date	Enter the date the AE Form 600-700A expires. The date sequence will be the day, the three-letter abbreviation for the month (table 2-1, block 2), and the year (for example, 18 Jul 09). The expiration date will be as specified in paragraph 2-6.
8 - 11		Complete these blocks the same as in blocks 7j through 7l.
Section VI	Remarks	
16		Enter additional AE Form 600-700A information when appropriate (for example, lost or stolen AE Form 600-700A, legal documentation presented as proof of relationship).
Section IV	Authentication by Issuing Agency	
17	Organization of issuing official	Enter the issuing organization title, geographic location, and telephone number (for example, USAG Heidelberg, Germany, 370-7535). APO numbers will not be used.
18	Typed name, grade, and title	Type the name, grade, and title of the issuing officer.
19	Signature	The issuing officer will sign this block.
Section V	Acknowledgment of receipt	
20	Date receipt of card(s) is (are) acknowledged	Enter the date AE Form 600-700A is received.
21	Signature of recipient or sponsor	The sponsor or recipient will sign this block to acknowledge receipt of cards.

CHAPTER 3
ILS FOR U.S. ACTIVE DUTY MILITARY AND CIVILIAN PERSONNEL

SECTION I
GENERAL

3-1. APPLICABILITY AND IDENTITY DOCUMENTS

Table 3-1 shows applicability and identity documents.

3-2. APPLICATIONS AND APPLICATION FORMS

a. Sponsoring agencies will prepare applications using the following forms:

(1) DD Form 1172 to issue DD Form 1173, DD Form 2764, and DD Form 2765.

(2) DD Form 1172-2 to issue a CAC.

(3) AE Form 600-700B to issue AE Form 600-700A.

b. ID-card-issuing authorities will issue the following forms as prescribed by the directive or regulation indicated:

(1) CAC (DOD CAC policy).

(2) DD Form 1173, DD Form 2764, or DD Form 2765 (AR 600-8-14).

(3) AE Form 600-700A (chap 2).

Table 3-1
Applicability and Identity Documents

Applicability	Document
U.S. military personnel on AD when assigned to or on TDY in the Army in Europe AOR.	CAC
U.S. Army National Guard and Reserve personnel on AD training in the Army in Europe for more than 30 days.	CAC
Persons attending a U.S. military academy and assigned to duty in the Army in Europe AOR.	CAC
Family members of U.S. military personnel on AD when assigned to or on TDY in the Army in Europe AOR.	DD Form 1173
APF and NAF civilian employees working full time in the Army in Europe AOR and their Family members when residing in the same household. This category includes those employees who are on TDY in the Army in Europe AOR for 30 days or more. This also includes seasonal employees at the AFRC for the actual period of their employment.	CAC for employees DD Form 1173 overstamped "OVERSEAS ONLY" for Family members
Subject to concurrence of the USAREUR JA and the CG, USAREUR, LO; U.S.-citizen employees of U.S. Government nonmilitary agencies and their Family members when residing in the same household. The employee must be assigned to and performing full-time duty with U.S. military organizations.	CAC for employees DD Form 1173 overstamped "OVERSEAS ONLY" for Family members
APF and NAF civilian employees who are on TDY in the Army in Europe AOR for periods less than 30 days or with PCS orders to or from an Army organization in Europe.	Passport and DD Form 1610 or PCS orders
FN employees and foreign military personnel who require a CAC for computer use associated with their DOD employment or affiliation.	CAC
U.S. military personnel and APF and NAF civilian employees assigned to non-Germany locations in Europe or North Africa, and their accompanying dependent Family members during periods when on leave in Germany.	Official documentation confirming duty station and leave status in Germany, CAC for military and civilian employees, DD Form 1173 for dependent Family members

3-3. AUTHORIZED SUPPORT

All persons specified in table 3-1, except FN employees and foreign military personnel who require a CAC for computer use associated with their DOD employment or affiliation, are authorized the full range of ILS according to AR 600-8-14 as defined in the glossary of this regulation. Civilian employees and Family members of U.S. military and civilian employee personnel are authorized AE Form 600-77C. Military personnel are not authorized AE Form 600-77C.

3-4. SPECIAL INSTRUCTIONS

a. Requests for approval of ILS for Family members of Soldiers or DOD civilian personnel on temporary duty (TDY) in Europe must be sent to the IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055. Requests must include a justification for Family members residing in Europe.

b. DD Form 1173 will not be issued to anyone under 10 years old unless circumstances require that the card be issued. AR 600-8-14, paragraph 4.4 and table 4.3, should be consulted for circumstances where children less than 10 years old may be authorized an ID card.

SECTION II
TYPES OF ID CARDS

3-5. APPLICABILITY

This section applies to personnel authorized an Armed Forces of the United States or a United States DOD/Uniform Services Identification Card.

a. United States DOD/Uniformed Services Geneva Conventions Identification Card (CAC GC). The CAC GC will be issued to the following individuals:

(1) All AD military personnel.

(2) Emergency essential (EE) civilian employees as defined by DOD Directive 1404.10.

(3) Contingency contractor employees as defined by DOD Instruction 3020.37.

NOTE: To be issued the CAC GC, civilian employees must have official documentation confirming their assignment to an EE duty position (for example, DD Form 1172-2, DD Form 2365). Contingency contractors must have official confirmation included in their contract statement of work that their services or support is vital to a contingency, mobilization, or wartime mission. Contingency contractor employees must be located in contingency areas or be subject to deployment to contingency areas to perform functions in direct support of the essential contractor service.

b. United States DOD/Uniformed Services Identification and Privilege Card (CAC PRIV). The CAC PRIV will be issued to the following individuals:

(1) All civilian employees of DOD and the uniformed services when employed and residing overseas in noncontingency areas except those identified in c(2) and (3) below.

(2) Civilian personnel under private contract to the DOD or a uniformed service when employed according to the provisions of chapter 7 and to non-EE civilian and noncontingency contractor personnel

not otherwise entitled to a CAC PRIV, when deployed to peacekeeping or contingency operations for 365 days or more.

c. United States DOD/Uniformed Services Identification Card (CAC CIV). The CAC CIV will be issued to the following individuals:

(1) DOD contractor employees when employed and residing overseas in noncontingency areas, without authorized ILS.

(2) Civilians who are not EE or contingency contractor personnel and not otherwise entitled to a CAC PRIV or CAC CIV when deployed to peacekeeping or contingency operations for less than 365 days.

(3) DOD civilian or contractor employees who require a CAC CIV for computer use associated with their DOD employment, who receive their authorized benefits through possession of DD Form 1173 issued based on their status as a Family member of a DOD military, civilian, or contractor employee.

(4) Foreign national employees and foreign military personnel who require a CAC for computer use associated with their DOD employment or affiliation.

d. DD Form 1173. DD Form 1173 will be issued only to Family members as prescribed in AR 600-8-14 and this regulation.

e. DD Form 2765. This form will be issued to the following individuals:

(1) Medal of Honor recipients and honorably discharged veterans rated by the Department of Veterans Affairs (VA) as 100-percent disabled from a uniformed service-connected injury or disease (other than current retired members of the uniformed services).

(2) Red Cross personnel assigned to duty with the uniformed services in foreign countries and who meet the eligibility criteria specified in chapter 9. The DD Form 2765 will be overstamped with "OVERSEAS ONLY" for personnel in this category.

(3) United Service Organizations (USO), and United Seamen's Service (USS) personnel assigned to duty in foreign countries and who meet the eligibility criteria specified in chapter 10. The DD Form 2765 will be overstamped with "OVERSEAS ONLY" for personnel in this category.

(4) Individuals eligible for the Transition Assistance Management Program, special separation benefit, or the voluntary separation incentive will have their cards overstamped with "TRANSITION ASSISTANCE". These individuals are authorized medical benefits only.

SECTION III
ENTITLEMENT TO MULTIPLE TYPES OF ID CARDS

3-6. APPLICABILITY
This section applies to persons with more than one status (for example, a civilian employee who is also a Family member of a military member, civilian employee, contractor employee, or military retiree).

3-7. SPECIAL INSTRUCTIONS

Persons in this category are entitled to and will be issued separate ID cards showing each status (for example, as an individual civilian employee and as a Family member of another DOD employee (military, civilian, or contractor) or a military retiree). If, however, the person is a "Family member hire" civilian employee (as determined by the servicing civilian personnel advisory center or civilian personnel office), only a CAC CIV ID card (without benefits) will be issued because the ID card that was issued based on status as a Family member provides the authorization for benefits.

CHAPTER 4
ILS FOR U.S. RESERVE COMPONENT PERSONNEL

SECTION I
ILS FOR U.S. RC PERSONNEL ON ACTIVE DUTY FOR 29 DAYS OR LESS

4-1. APPLICABILITY

This section applies to—

a. RC personnel on AD tours for 29 or fewer days (for example, annual training (AT), active duty for training (ADT), active duty for special work (ADSW), temporary tour of active duty (TTAD)).

b. Family members accompanying persons in subparagraph a above.

NOTE: RC personnel on AD tours for 30 or more days are authorized ILS under paragraph 3-3.

4-2. IDENTITY DOCUMENTS

Persons specified in paragraph 4-1 will have the following identity documents:

a. U.S. RC personnel:

(1) CAC.

(2) Copy of AT, ADT, ADSW, or TTAD orders.

b. Family members accompanying persons specified in subparagraph a above:

(1) DD Form 1173-1, or passport.

(2) Copy of the sponsor's AT, ADT, ADSW, or TTAD orders.

(3) A memorandum from the sponsor's unit (fig 4-1).

4-3. PROCEDURES

Sponsoring agencies or units of attachment must—

a. Endorse AT, ADT, ADSW, or TTAD orders as shown in figure 4-1 when sponsors request Family-member support.

b. Authorize the purchase of rationed items according to AE Regulation 600-702 and POL according to AE Regulation 600-17.

Office Symbol Date

MEMORANDUM FOR

SUBJECT: Active Duty Orders

Grade, *name* listed on these orders reported for AD as directed and *he*/*she* and *his*/*her* Family members (*list Family members by name and relationship*) are authorized individual logistic support in AE Regulation 600-700, chapter 4. Logistic support (for example, AAFES-Eur, commissary, theater) authorized by these orders terminates on the release date shown on the orders.

Signature block
of commander or designee

Figure 4-1. Format for AD Orders Memorandum

4-4. AUTHORIZED SUPPORT

a. Persons specified in paragraph 4-1a are authorized to use the following:

(1) AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

(2) Army Continuing Education System (ACES) (AR 621-5).

(3) Armed Forces Recreation Center (AFRC) facilities.

(4) Casualty assistance and mortuary services (AR 600-8-1 and AR 638-2).

(5) Commissary (including to purchase rationed items (AE Reg 600-702)).

(6) Dining facilities.

(7) Legal assistance (AR 27-3).

(8) Limited military postal service (only to purchase stamps and money orders).

(9) Local Government transportation (AR 58-1).

(10) Local MWR services. Personnel using automotive craft shops to repair POVs not bearing U.S. Forces license plates must be prepared to show proof of RC status and ownership of POV.

(11) Medical and dental services (AR 40-3).

(12) Military banking services (limited to cashing United States Treasury or traveler's checks, foreign currency conversions, other cash transactions, and automated teller machine (ATM) use).

(13) Military clothing sales (AR 700-84).

(14) POL authorization according to AE Regulation 600-17.

(15) Transient billets. When on official business, Reserve Soldiers have priority. "Official business" includes the day before and the day after any period of official duty, specifically including ADSW, ADT, AT, or TTAD. When not on official business, Reserve Soldiers and their Family members qualify for billets on a space-available basis.

(16) *Abwicklungsschein*.

NOTE: Sponsors and their Family members must report their loss of status in Germany to German customs authorities. They will be required to pay the *Mehrwertsteuer* (VAT) that they saved using the *Abwicklungsschein* for any item they have not owned for at least 6 months before the date they lose their status.

b. Persons specified in paragraph 4-1b are authorized to use the following:

(1) AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

(2) ACES (AR 621-5).

(3) AFRC facilities.

(4) Casualty assistance and mortuary services (AR 600-8-1 and AR 638-2).

(5) Commissary (including to purchase rationed items (AE Reg 600-702)).

(6) Legal assistance (AR 27-3).

(7) Limited military postal service (only to purchase stamps and money orders).

(8) Local MWR services. Personnel using automotive craft shops to repair POVs not bearing U.S. Forces license plates must be prepared to show proof of ownership of the POV and the sponsor's RC status.

(9) Military banking services (limited to cashing United States Treasury or traveler's checks, foreign currency conversions, other cash transactions, and ATM use).

(10) Military clothing sales (AR 700-84) on behalf of the sponsor.

(11) Their sponsor's POL authorization (fuel-ration card) to obtain fuel from a dispensing facility. Family members will not receive a separate POL authorization.

(12) Transient billets. Family members may accompany or occupy rooms with the sponsor during the sponsor's period of official duty. When not on official business, RC members and Family members qualify for billets on a space-available basis.

(13) *Abwicklungsschein*.

NOTE: Sponsors and their Family members must report their loss of status in Germany to German customs authorities. They will be required to pay the *Mehrwertsteuer* that they saved using the *Abwicklungsschein* for any item they have not owned for at least 6 months before the date they lose their status.

c. Quantities of purchases must be limited to amounts that are reasonable for normal use of the sponsor and the sponsor's authorized Family members. AR 215-8, paragraph 6-6, outlines abuse of AAFES privileges.

SECTION II
ILS FOR U.S. RC PERSONNEL IN BATTLE ASSEMBLY STATUS AND IN DRILLING INDIVIDUAL MOBILIZATION AUGMENTATION STATUS

4-5. APPLICABILITY
This section applies to—

a. U.S. RC personnel assigned or attached to a troop program unit based in the USEUCOM area of responsibility (AOR) who are performing battle assemblies (BAs) (formerly inactive duty training), rescheduled training (RST), or equivalent training (ET) while in individual mobilization augmentation status or any other duty status under Title 10 of the United States Code. While in a "Title 10 duty status," these personnel are "members of the force" according to Article I, paragraph 1(a), of the NATO SOFA.

b. Family members of the persons specified in subparagraph a above.

4-6. IDENTITY DOCUMENTS
Persons specified in paragraph 4-5 will have the following identity documents:

a. United States RC personnel will have a CAC.

b. Family members of persons specified in paragraph 4-5a will have a DD Form 1173-1.

4-7. PROCEDURES

a. The persons specified in paragraph 4-5 who present a current ID card will be entitled to the support listed in paragraph 4-8.

b. The unit of assignment or attachment will authorize rationed items and POL according to AE Regulation 600-17 and AE Regulation 600-702.

4-8. AUTHORIZED SUPPORT

a. Persons specified in paragraph 4-5a are authorized to use the following:

(1) AAFES-Eur facilities (48 visits per year—representing one visit per BA) after presenting AE Form 600-700D. This includes authorization to purchase rationed items (AE Reg 600-702) after presenting AE Form 600-702A.

NOTE: The 48 visits authorized in (1) above and (5) below are in addition to any other periods of access authorized by this regulation. Nondurable daily consumer goods such as food, toiletries, and similar items that are purchased in conjunction with the 48 BA-associated visits may be purchased at AAFES-Eur facilities up to a total of the equivalent of €25 each day. Section III of this chapter provides more information on the use of AE Form 600-700D.

(2) ACES (AR 621-5).

(3) AFRC facilities.

(4) Casualty assistance and mortuary services (AR 600-8-1 and AR 638-2).

(5) Commissary (48 visits per year—representing one visit per BA) after presenting AE Form 600-700D. This includes authorization to purchase rationed items (AE Reg 600-702) after presenting AE Form 600-702A.

(6) Dining facilities.

(7) Government transportation when on official business (AR 58-1). This provision applies only to Soldiers. Family members are not authorized Government transportation.

(8) Legal assistance (AR 27-3).

(9) Limited military postal service (only to purchase stamps and money orders).

(10) Local MWR services, including rationed items (AE Reg 600-702). Personnel using automotive craft shops to repair POVs not bearing U.S. Forces license plates must be prepared to show proof of RC status and ownership of the POV.

(11) Medical and dental services (AR 40-3).

(12) Military banking services (limited to cashing United States Treasury or traveler's checks, foreign currency conversions, other cash transactions, and ATM use).

(13) Military clothing sales (AR 700-84).

(14) POL authorization according to AE Regulation 600-17.

(15) Transient billets. When on official business, Reserve Soldiers have priority placement. "Official business" includes the day before and the day after any period of official duty, specifically including BA, RST, and ET. When not on official business, Reserve Soldiers and their Family members qualify for billets on a space-available basis.

(16) *Abwicklungsschein*.

NOTE: Persons specified in paragraph 4-5a must report their loss of status in Germany to German customs authorities. They will be required to pay the *Mehrwertsteuer* (VAT) that they saved using the *Abwicklungsschein* for any item they have not owned for at least 6 months before the date they lose their status.

b. Persons specified in paragraph 4-5b are authorized to use the following:

(1) ACES (AR 621-5).

(2) AFRC facilities.

(3) Casualty assistance and mortuary services (AR 600-8-1 and AR 638-2).

(4) Legal assistance (AR 27-3).

(5) Limited military postal service (only to purchase stamps and money orders).

(6) Local MWR services, including rationed items (AE Reg 600-702). Personnel using automotive craft shops to repair POVs not bearing U.S. Forces-issued license plates must be prepared to show proof of ownership of the POV and the sponsor's RC status.

(7) Military banking services (limited to cashing United States Treasury or traveler's checks, foreign currency conversions, other cash transactions, and ATM use).

(8) Military clothing sales facilities (AR 700-84) on behalf of the sponsor.

(9) Their sponsor's AE Form 600-700D. Family members will not receive separate cards. Section III of this chapter provides more information on the use of AE Form 600-700D.

(10) Their sponsor's POL authorization (fuel-ration card) to obtain fuel from a dispensing facility. Family members will not receive a separate POL authorization.

(11) Transient billets. Family members may accompany or occupy rooms with the sponsor during the sponsor's period of official duty (including BA, RST, ET). When not on official business, Reserve Soldiers and Family members qualify for billets on a space-available basis.

(12) *Abwicklungsschein*.

NOTE: Persons specified in paragraph 4-5b must report their loss of status in Germany to German customs authorities. They will be required to pay the *Mehrwertsteuer* (VAT) that they saved using the *Abwicklungsschein* for any item they have not owned for at least 6 months before the date they lose their status.

c. Purchase of non-POL rationed items (AE Reg 600-702) on duty days will be subject to the following daily limits: 100 cigarettes, 0.75 liters of liquor, 1 pound of coffee.

d. Reserve Soldiers who are in a BA status and have no other status under the NATO SOFA or the Supplementary Agreement to the NATO SOFA are required to comply with German laws relating to the registration of personnel, vehicles, and weapons; the licensing of vehicles and weapons; visas and work permits for employment with the German workforce; taxation on income or property; TV and radio taxes; and payment of *Mehrwertsteuer*.

4-9. SPECIAL INSTRUCTIONS

Reserve Soldiers expecting to serve duty in countries other than Germany should contact the local overseas commander about ILS privileges. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities.

SECTION III
CONTROL AND ISSUE OF AE FORM 600-700D

4-10. CONTROL

a. Commanders of organizations that receive bulk distribution of AE Form 600-700D will be responsible for controlling and issuing them according to this regulation. This responsibility may be delegated in writing to enlisted personnel (sergeant and above) and U.S. civilians (GS-5 or equivalent and above) within the organization. Commanders who wish to delegate the responsibility to a person in the grade of specialist, GS-4 or equivalent, or below must get written permission from the next higher level in the chain of command to do so. This responsibility—

(1) Will not be delegated to FN employees.

(2) Should be delegated only to personnel who have demonstrated trustworthiness and leadership.

(3) Will not be delegated to individuals who are not entitled to AE Form 600-700D privileges without approval from IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055.

b. Issuing authorities will use—

(1) AE Form 600-700D control procedures and instructions for using AE Form 600-700E (para 4-16).

(2) AE Form 600-700E to record the issue, turn-in, destruction, and loss of AE Form 600-700D.

c. Authorized personnel stationed at locations separate from their support units may be issued AE Form 600-700D in person or by registered mail. DA Form 410 will be prepared in two copies to transfer possession of AE Form 600-700D by registered mail. Issuing commanders will keep a copy of DA Form 410 in suspense until the signed original receipt is received. The DA Form 410 and signed original receipt will be filed with the AE Form 600-700E.

d. AE Form 600-700D—

(1) Will not be used as a control measure to implement other command policy (for example, regulation of visitation policy, entry into controlled areas).

(2) Is an accountable form. Organizations and individuals will exercise reasonable care to prevent theft and loss of AE Form 600-700D.

(3) Must be kept in a three-combination safe or other approved container authorized for the storage of accountable forms. Whenever possible, access to the safe or container will be limited to persons responsible for controlling and issuing the cards. AE Form 600-700E and other forms that are used to control AE Form 600-700D will be safeguarded. Issuing officials will inventory stocks of AE Form 600-700D every 3 months or more frequently if circumstances warrant (for example, when the issuing agent changes). Each unit receiving and issuing AE Form 600-700E will establish a self-inspection program to ensure they are complying with this regulation.

4-11. ISSUE

a. Issuing AE Form 600-700D.

(1) AE Form 600-700D may be used by authorized Family members but will be issued only to sponsors. Family members will not receive a separate AE Form 600-700D.

(2) Family members may pick up AE Form 600-700D on behalf of their sponsor if the sponsor is unable to pick up the form due to injury, illness, or duty.

(3) Instructions for completing AE Form 600-700D are in (a) through (e) below. Information on the card must be typed or block printed in ink.

(a) Issued on (month/year): Indicate the month and year of issue.

(b) Expires on (month/year): Indicate the month and year of expiration. Cards will be issued for 1 year or until the ID card expires, whichever comes first.

(c) Typed or printed name and signature: Type or print the sponsor's last name, first name, middle initial, and have the sponsor sign here.

(d) Unit or organization and APO: Enter the sponsor's unit and APO address.

(e) Issued by (typed or printed name, grade, service, and signature): Signature of the issuing official and signature block.

b. Signatures. Issuing authorities will ensure the individual checks all information on the AE Form 600-700D and the AE Form 600-700E that documents receipt of the card before signing each form.

(1) Issuing authorities may use a stamp for the signature block on AE Form 600-700D. The stamp will—

(a) Be a two-line stamp with the name on the first line and grade and service on the second line.

(b) Be no larger than ¼-inch high by 1¾-inch wide.

(c) Not include a facsimile signature.

(2) Signatures on AE Form 600-700D must be original. The issuing commander or a designated representative must sign AE Form 600-700D.

(3) If a stamp is not used for the signature block, the information must be typed or block printed in ink.

c. Signing for AE Form 600-700D. Sponsors (or Family members in situations described in a(2) above) will sign for their AE Form 600-700D on AE Form 600-700E.

d. Turn-In. The issuing commander or higher headquarters will ensure the expired AE Form 600-700D is turned in before a new card is issued. The old AE Form 600-700D will be destroyed by the issuing authority and documented on AE Form 600-700E under the column "reason for issue" as "old card expired and destroyed." Old cards will be destroyed by shredding or cutting them into small pieces.

e. Interfamily Use of AE Form 600-700D. Using AE Form 600-700D within Families is authorized. When a Family member cannot be identified easily because of a different last name, the sponsor's SSN will be entered on the AE Form 600-700D in the name block above or below the name.

4-12. REISSUE

Issuing officials will issue AE Form 600-700D to users when their old card expires or is lost or stolen. The new card will have a new issue date and an expiration date of 1 year after the issue date or the expiration date of the sponsor's ID card, whichever comes first.

4-13. TURN-IN PROCEDURES

a. The AE Form 600-700D will transfer with the sponsor to new units of assignment within the USEUCOM AOR and will be turned in after it expires.

b. Personnel in the USEUCOM AOR who are no longer authorized AE Form 600-700D for reasons other than reassignment must return the card to the issuing authorities. The sponsoring unit (for example, agency, headquarters, staff office) will advise ineligible personnel that unauthorized use of AE Form 600-700D may subject the holder to punishment according to the Uniform Code of Military Justice, adverse administrative action, or prosecution by host-nation authorities.

c. Appropriate disciplinary action may be initiated against personnel falsely reporting the loss or destruction of their AE Form 600-700D.

4-14. LOST OR STOLEN AE FORM 600-700D

a. For the purposes of this regulation, AE Form 600-700D is considered lost if it is no longer under the control of an individual or organization authorized to possess it because of destruction, loss, theft, or other reason.

b. When an individual loses AE Form 600-700D—

(1) The sponsor will immediately report the loss to the issuing commander in writing. The report will explain the circumstances of the loss and any efforts taken to locate the card.

(2) The issuing commander will conduct an inquiry to determine the facts and circumstances surrounding the loss. The commander—

(a) May replace the card if the loss was not because of wrongdoing on the part of the cardholder and was not a second incident of negligence.

(b) May withhold replacement if the loss was because of unlawful or unauthorized actions by the cardholder or a second incident of negligence.

(c) Will file a copy of the sponsor's loss report with the AE Form 600-700E.

4-15. REVOKING AE FORM 600-700D

Issuing commanders—

a. Will revoke AE Form 600-700D or take other appropriate disciplinary or administrative action against individuals who abuse the cards.

b. Must give written notice to the sponsor stating the reason for the revocation. The notice must—

(1) Advise the sponsor that he or she may present verbal or written evidence for rebuttal or mitigation to the commander within 30 calendar days after receiving the notice.

(2) State that any adverse action by the commander may be appealed within 15 calendar days to the next higher commander. The next higher commander's action will be final. Privileges will be suspended pending action on the appeal.

c. May revoke AE Form 600-700D or refuse to reissue it to individuals who fail to safeguard their cards (for example, losing the card a second time through negligence).

d. Will document each revocation, including the reasons for the action taken.

e. Will file any evidence offered by the sponsor or Family member with the revocation document.

f. Will file the final report with the AE Form 600-700E.

4-16. CONTROL PROCEDURES FOR AE FORM 600-700D AND INSTRUCTIONS FOR USING AE FORM 600-700E

Issuing authorities will complete AE Form 600-700E to record the issue, turn-in, destruction, and loss of AE Form 600-700D as follows:

a. Issuing authority: Enter the unit name and address.

b. Year: Indicate the year of issue.

c. Serial number: Enter the AE Form 600-700D serial number.

d. Issued to: Enter the name of the recipient as recorded on the AE Form 600-700D.

e. Date issued: Enter the month and year when the AE Form 600-700D is issued.

f. Expiration date: Enter the month and year when the AE Form 600-700D expires.

g. Reason for issue: Enter one of the following:

(1) Initial (for first-time issues).

(2) Replacement (for replacing lost or stolen cards).

(3) Annual (for reissuing annual cards).

h. Signature: Sponsors will sign for their own and their Family members' AE Form 600-700D.

NOTE: Issuing authorities will line through and initial errors on AE Form 600-700E. Correction fluid or correction tape may not be used. AE Form 600-700E must be kept for 1 year after the cutoff date of 31 December of each year.

SECTION IV
USE OF AE FORM 600-700D

4-17. VALIDITY PERIODS

a. AE Form 600-700D is valid for 12 months or until the expiration month of the sponsor's ID card, whichever comes first.

b. When AE Form 600-700D expires, replacement cards will be issued at the sponsor's request during the expiration month. Replacement cards will be effective the following month (for example, a replacement card issued in June will have an effective date of July).

4-18. MARKING BLOCKS

a. AAFES-Eur and commissary personnel will use a ballpoint pen, a felt-tip pen, or a date stamp to mark the appropriate dates of purchase on AE Form 600-700D. A hole-punch device will not be used.

b. The salesperson marking AE Form 600-700D will mark one empty block with the day, month, and year (for example, 12/10/08, 14/02/09) at the time of purchase. If a block has been marked, it is considered "used" for the entire validity period of the AE Form 600-700D. Subsequent visits to AAFES-Eur or commissary facilities on that same date will not be separately annotated on the AE Form 600-700D. This allows Soldiers to access geographically separated AAFES-Eur or commissary facilities as one "daily visit."

c. The salesperson cannot sell items when there are no empty blocks on the AE Form 600-700D. Users must return to their unit's issuing office and get a new AE Form 600-700D during the card's expiration month.

4-19. INSTRUCTIONS FOR USERS

a. Users of AE Form 600-700D will present their ID card with AE Form 600-700D to the salesperson when purchasing items. Failure to properly use the AE Form 600-700D could result in sanctions.

b. If a block has been marked, it is considered "used" for the entire validity period of the AE Form 600-700D. Subsequent visits to AAFES-Eur or commissary facilities on that same date will not be separately annotated on the AE Form 600-700D. This allows Soldiers to use geographically separated AAFES-Eur or commissary facilities as one "daily visit."

CHAPTER 5
ILS FOR FN EMPLOYEES OF U.S. MILITARY AGENCIES IN GERMANY

SECTION I
GENERAL

5-1. APPLICABILITY
This section applies to FN employees of U.S. military agencies in Germany.

5-2. IDENTITY DOCUMENTS
If using a DOD computer is part of their job requirements, FN employees will be issued a CAC without benefits. FN employees not required to use a DOD computer as part of their job responsibilities will not be issued a CAC.

5-3. PROCEDURES

a. The sponsoring agency will verify data on DD Form 1172-2 for issuing a CAC CIV (without benefits). FN employees who do not have an SSN will have a foreign identification number (FIN) in place of an SSN on the DD Form 1172-2. The FIN will be entered into the DEERS database to identify FN employees as authorized CAC holders. The remarks section of the DD Form 1172-2 must say "FOR COMPUTER USE ONLY."

b. The sponsoring agency will comply with the turn-in procedures in paragraph 1-6.

SECTION II
FN EMPLOYEES ON TDY IN A COUNTRY OTHER THAN THEIR COUNTRY OF RESIDENCE OR NATIONALITY

5-4. APPLICABILITY
This section applies to FN employees who are citizens of a NATO country and are on TDY in a country other than the country of their nationality or residence. This section does not apply in the Netherlands, and is applicable only to FN employees who are on TDY in Belgium, Germany, Italy, or Luxembourg.

a. For TDY of less than 30 days, FN employees will have—

(1) Official TDY orders listing the privileges authorized.

(2) A valid passport.

b. For TDY of 30 days or more, FN employees will have AE Form 600-700A.

5-5. PROCEDURES

a. The sponsoring agency will—

(1) Ensure support privileges are stated in the remarks section of the TDY orders when the TDY is less than 30 days. The billeting office may stamp the original copy of the DD Form 1610 indicating the authorized rations (AE Reg 600-702).

(2) Prepare AE Form 600-700B when the TDY is 30 days or more.

(3) Comply with the turn-in procedures in paragraph 1-6.

b. When AE Form 600-700B is properly verified and submitted, ID-card-issuing authorities will issue AE Form 600-700A according to chapter 2 for TDY of 30 days or more. The AE Form 600-700A must indicate the country-of-use limitations in block 15, as applicable.

5-6. AUTHORIZED SUPPORT

Persons specified in paragraph 5-4 are authorized to use the following:

a. AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

b. Local MWR services.

c. Transient billets (when on official business).

CHAPTER 6
ILS FOR BONA FIDE VISITORS INVITED BY U.S. FORCES LEADERSHIP TO PARTICIPATE IN TRAINING, SPECIAL MISSIONS, OR CONFERENCES IN GERMANY

6-1. APPLICABILITY

Based on an exception granted by the German Federal Ministry of Finance, private individuals and foreign military personnel listed below qualify for the customs and tax privileges indicated. The procedures in this chapter do not apply to civilian contractor personnel who are covered under chapter 7.

a. High-ranking U.S. Government officials (for example, members of Congress and their staff, members of non-DOD U.S. Government agencies), senior U.S. military officials (for example, retired general officers, other senior retired military personnel), and personnel providing educational, religious, social, or troop-welfare support from any country who are bona fide visitors specifically invited by the CDRUSEUCOM; CG, USAREUR; COMUSAFE, or CNE-C6F to participate in U.S. Forces-sponsored training, special missions, or conferences for a specific period in Germany.

b. Mil-to-mil (glossary) personnel from Russia.

c. Compliance inspectors for the Treaty on Conventional Armed Forces in Europe.

d. Former Warsaw Pact military and civilian personnel (including dependent Family members and required accompanying personnel such as interpreters and secretaries) who are visiting Germany on the former Secretary of Defense initiative.

e. 21st Theater Sustainment Command's Austrian liaison officer.

f. Non-U.S. military members and civilian component personnel, to include *Bundeswehr* Soldiers who are students at the Marshall Center.

g. *Bundeswehr* Soldiers participating in special missions or attending U.S. Forces-sponsored training exercises on U.S. Forces-controlled training areas and facilities in Germany.

h. Personnel who have no customs or tax privileges in Germany under international agreements who are participating in exercises or conferences sponsored by NATO IMHs in Germany.

i. Privileged members of NATO IMHs (also those on TDY to Germany from outside Germany) may use recreational facilities (MWR and AFRC) of the U.S. Forces in Germany even if there is tax- and duty-free merchandise sold. This exemption may also be granted to German governmental entities when hosting conferences or seminars at MWR or AFRC facilities.

j. Non-U.S. military personnel who are participating in U.S. Forces-sponsored multinational training exercises on U.S. Forces-controlled training areas and training facilities in Germany.

NOTE: Military and civilian-component personnel from the non-U.S. Sending States (Belgium, Canada, France, the Netherlands, and United Kingdom) who participate in such training exercises are addressed in chapter 19.

6-2. IDENTITY DOCUMENTS

a. Personnel listed in paragraphs 6-1a through j do not qualify for U.S. Forces ILS documents (for example, ID card, ration card, AE Form 600-77C, U.S. Forces POV license, *Abwicklungsschein*).

b. Personnel specified in paragraphs 6-1b through d and paragraphs 6-1f through j will be issued plastic authorization cards signed by the USAREUR PM as the CG, USAREUR, Customs Executive Agent (AE Reg 550-175). The authorization card will list specific customs and tax exemptions.

c. Personnel specified in paragraphs 6-1a and e will receive an authorization memorandum signed by the USAREUR PM as the CG, USAREUR, Customs Executive Agent.

6-3. PROCEDURES

a. The agency responsible for hosting personnel in paragraphs 6-1a and e must send written requests to the Customs Policy Branch, Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931; or fax them to DSN 381-7324.

b. The agency responsible for hosting personnel in paragraphs 6-1b through d and paragraphs 6-1f through j must send written requests to the Customs Executive Agent, Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931.

c. All requests must include the full name, grade or rank, nationality, and (if appropriate) position title of visiting personnel; explanation of the purpose of the visit; exact dates of arrival and departure; and locations to be visited.

6-4. AUTHORIZED SUPPORT

a. Personnel specified in paragraph 6-1a may be authorized the following:

(1) Use of AAFES-Eur facilities to purchase items for daily use and consumption (glossary) and rationed items. The amount of rationed items authorized will be prorated based on the length of stay. The purchase of high-value items may be authorized on the condition that the items be exported at the time the person departs Germany or the EU.

(2) Use of AFRC facilities.

(3) Use of commissary facilities to purchase items for daily use or consumption (glossary) and rationed items prorated based on the length of stay.

(4) Use of food facilities, including food-courts, restaurants, snack bars, and vending machines.

(5) Use of MWR services.

(6) POL rations (prorated based on the length of stay).

(7) Use of military banking facilities to exchange currency.

b. Personnel specified in paragraphs 6-1b and c are authorized the same privileges as personnel in subparagraph a above with the exception of POL (a(6) above).

c. Persons specified in paragraph 6-1d are authorized the following:

(1) Use of AAFES-Eur facilities to purchase items for daily use or consumption (glossary) and rationed items prorated based on the length of stay.

(2) Use of AAFES-Eur facilities to purchase high-value or luxury items if those items are exported when the person departs Germany or the EU.

(3) Use of AFRC facilities.

(4) Use of commissary facilities to purchase items for daily use or consumption (glossary) and rationed items prorated based on the length of stay.

(5) Use of food facilities, including food courts, restaurants, snack bars, and vending machines.

(6) Local MWR services.

d. Personnel specified in paragraph 6-1e are authorized the following:

(1) Use of AAFES-Eur facilities to purchase items for daily use and consumption (glossary) and rationed items prorated based on the length of stay.

(2) Use of commissary facilities to purchase items for daily use and consumption (glossary) and rationed items prorated based on the length of stay.

(3) Use of food facilities, including food courts, restaurants, snack bars, and vending machines.

(4) Use of AFRC and MWR facilities.

e. Personnel specified in paragraph 6-1f are authorized the following:

(1) Use of AAFES-Eur and commissary facilities to purchase items for daily use or consumption (glossary).

(2) Use of food facilities, including food courts, restaurants, and snack bars and vending machines.

(3) Use of Government transportation. The independent purchase of tax- and duty-free gasoline is not authorized.

(4) Use of MWR services.

(5) Use of military postal service to receive mail from their home country. This mail must be addressed for delivery through the Marshall Center.

(6) Use of transient billets.

f. Personnel specified in paragraph 6-1g are authorized the following:

(1) Use of AAFES-Eur and commissary facilities to purchase items for daily use or consumption (glossary).

(2) Use of food facilities, including food courts, restaurants, snack bars, and vending machines.

g. Personnel specified in paragraph 6-1h are authorized the following:

(1) Use of AAFES-Eur and commissary facilities to purchase items for daily use or consumption (glossary).

(2) Use of food facilities, including food courts, restaurants, snack bars, and vending machines.

(3) Use of MWR and AFRC facilities.

h. Personnel specified in paragraph 6-1i are authorized the following:

(1) Use of MWR and AFRC facilities.

(2) Purchase items of daily use and consumption (glossary) at MWR and AFRC facilities.

i. Personnel specified in paragraph 6-1j who are from NATO-member countries are authorized the following:

(1) Use of AAFES-Eur and commissary facilities to purchase items for daily use or consumption (glossary).

(2) Use of food facilities, including food courts, restaurants, snack bars, and vending machines.

(3) Use of MWR and AFRC facilities.

j. Personnel specified in paragraph 6-1j who are from non-NATO member countries and non-EU member States are authorized the following:

(1) Use of AAFES-Eur and commissary facilities to purchase nonrationed items for daily use or consumption (glossary) and rationed items prorated based on the length of their stay. The purchase of high-value items may be authorized on the condition that the items be exported at the time the person departs Germany or the EU.

(2) Use of food facilities, including food courts, restaurants, snack bars, and vending machines.

(3) Use of MWR and AFRC facilities.

(4) Use of military banking facilities to exchange currency.

CHAPTER 7
ILS FOR CONTRACTOR PERSONNEL

SECTION I
CONTRACTOR PERSONNEL MANAGED BY THE DEPARTMENT OF DEFENSE CONTRACTOR PERSONNEL (DOCPER) OFFICE

7-1. APPLICABILITY

a. This section applies to the following DOD civilian contractor personnel:

(1) Technical expert (TE) employees (para 7-4).

(2) Troop care (TC) employees (para 7-5).

(3) Analytic support (AS) employees (para 7-6).

b. This section applies to eligible dependent Family members of persons in subparagraph a above.

c. This section does not apply to the following:

(1) German citizens or persons ordinarily resident in Germany (para 7-4d) for contracts to be performed in Germany.

(2) Nationals of a non-NATO country.

(3) Stateless persons.

(4) Family members of persons who are part of the U.S. Forces or a civilian component in Germany.

7-2. IDENTITY DOCUMENTS

ID-card-issuing authorities will issue the CAC PRIV and CAC GC, as appropriate, to TE, TC, and AS employees who are eligible for ILS under the 27 March 1998 Agreements and the 29 June 2001 Agreements (para 7-3b). ID-card-issuing authorities will issue DD Form 1173 to eligible Family members of TE, TC, and AS employees.

7-3. RESPONSIBILITIES

a. IMCOM-Europe (IMEU-HMT) will oversee logistic support issues in USEUCOM.

b. The Department of Defense Contractor Personnel Office (DOCPER) (table 7-1) will—

(1) Implement the provisions of the Agreements of 27 March 1998 (known as the "27 March 1998 Agreements") and the Agreements of 29 June 2001 (known as the "29 June 2001 Agreements") signed by the U.S. Embassy and German Foreign Ministry. These agreements govern the use of TE, TC, and AS contractor personnel in Germany.

(2) Assist the U.S. Sending State Office Italy with accreditation of DOD contractor employees known as "technical representatives" and other "civilian personnel" (less the civilian component) in Italy.

(3) Implement the TE, TC, and AS status-accreditation programs in the agreements in (1) above.

(4) Maintain current lists of contractor personnel holding TE, TC, or AS employee status in Germany and Italy.

(5) Receive and verify DD Form 1172-2.

(6) Comply with the turn-in procedures in paragraph 1-6.

Table 7-1
DOCPER POCs

Countries	Military Address	Civilian Address
Belgium and Luxembourg	Northern Law Center (SOFA Section) Unit 21420 APO AE 09705-1420	Northern Law Center (SOFA Section) B.P. 137010 SHAPE, Belgium
Germany and Italy	DOD Contractor Personnel Office Unit 29150 APO AE 09100-9150	DOD Contractor Personnel Office Hammond Barracks Badenerplatz 1, Geb. 968 D-68239 MA-Seckenheim
Netherlands	Legal Service Center The Netherlands Unit 21602 APO AE 09703-1602	Legal Service Center The Netherlands Borgerweg 10, 6365 CW Schinnen, the Netherlands
The DOCPER website is *http://www.per.hqusareur.army.mil/cpd*		

c. ID-card-issuing authorities will—

(1) Receive verified copies of DD Form 1172-2.

(2) Verify the Family member dependency relationship to the sponsor using appropriate documents (for example, marriage certificate, birth certificate, adoption papers).

(3) Issue CACs to contractor personnel and DD Form 1173 overstamped with "OVERSEAS ONLY" to their authorized Family members.

(4) Ensure the expiration date on the ID card is the same as the expiration date on the DD Form 1172-2.

7-4. SPECIAL INSTRUCTIONS FOR TE EMPLOYEES

a. TE personnel have a high degree of skill or knowledge regarding complex tasks of a technical military or scientific nature, as distinguished from routine manual, mental, or physical tasks. This skill and knowledge must have been acquired through a process of higher education or through a long period of specialized training and experience.

b. The following are examples of personnel who qualify for TE status:

(1) Technicians with firms through which defense communications systems, intelligence systems, military command and control systems, and weapons systems are procured when these technicians are engaged in the initial fielding, testing, training, or repair of such equipment or systems under the terms of a guarantee or warranty, but excluding routine maintenance.

(2) Technicians responsible for complicated repairs, complicated re-engineering of equipment and components, or unprecedented and complicated applications of the equipment if these technicians have specific knowledge clearly exceeding the knowledge conveyed within the scope of normal vocational training.

(3) Top managers of contracts involving substantial use of TEs and directly subordinate managers responsible for technical functions, as opposed to administrative functions.

(4) Computer software engineers.

(5) Technicians responsible for the maintenance of aircraft, combat vehicles, and weapons systems, and who must apply their knowledge of combat application of this equipment, but excluding routine maintenance.

(6) Former officers whose technical military skill or technical military knowledge, in addition to their other technical skills, is required for the performance of their work.

(7) Former noncommissioned officers who, under military training conditions, work closely with Soldiers on equipment used for the simulation of tactical combat conditions.

c. The following are examples of personnel who do not qualify for TE status:

(1) Administrative support and clerical personnel, including white-collar employees in budgeting and accounting, general office workers, and hotel and billeting personnel.

(2) Sales representatives and service technicians for non-military equipment such as copy machines, fax machines, and telephones.

(3) Automobile sales representatives.

(4) Clerk-typists, computer operators, draftsmen, and secretaries.

(5) Aircraft, automotive, electrical, and similar mechanics or technicians unless qualifying under b(5) above.

(6) Carpenters, electricians, masons, painters, plumbers, and similar skilled workers.

(7) Unskilled and semi-skilled workers, including drivers, forklift operators, helpers, and warehouse workers.

(8) Customs-control inspectors and specialists.

(9) Supply clerks and technicians.

d. Persons who are ordinarily resident are those who have, "weighing the totality of the circumstances," shifted the main focus of their vital interests from another nation to Germany. The following factors in particular will be taken into consideration in weighing the totality of the circumstances:

(1) The duration of their stay in Germany without status as members of the U.S. Forces, members of the civilian component, or as dependent Family members of U.S. Forces and civilian component personnel.

(2) Their performance of work in a trade or freelance capacity, or in an employment status in Germany, that is not as a member of the U.S. Forces, the civilian component, or a dependent Family member.

(3) Their ownership of real property in or outside of Germany.

(4) Their current or previous receipt of social benefits from German public funds that are not granted to members of the U.S. Forces or the civilian component.

(5) The regular place of residence of their children and, if applicable, their children's attendance at a German or non-German kindergarten or educational institution.

(6) The location of other sources of income.

(7) The main focus of their social and societal relations in and outside of Germany.

(8) The professional activity of their spouse in or outside of Germany, including the extent that activity is limited to employment with the American military community or to employment with an agency of the United States.

(9) Their marriage to a German citizen.

NOTE: The definition of ordinarily resident in this paragraph will be used only to determine eligibility for ILS for contractor personnel specified in paragraphs 7-4 through 7-6.

7-5. SPECIAL INSTRUCTIONS FOR TC EMPLOYEES

a. TC employees serve members of the U.S. Forces, the civilian component, and dependent Family members exclusively in any of the following capacities:

(1) Audiologists and speech-language therapists.

(2) Certified nurses.

(3) Clinical child psychologists.

(4) Dentists and dental hygienists.

(5) Drug-abuse counselors.

(6) Early intervention project managers and special educators.

(7) Family advocacy counselors.

(8) Family services coordinators.

(9) Family wellness coordinators.

(10) Medical services coordinators.

(11) Physical and occupational therapists.

(12) Physicians and physician assistants.

(13) Psychotherapists.

(14) Social workers.

(15) Persons engaged in military-career and occupational counseling, testing, and training.

(16) Pharmacists.

b. The definition of ordinarily resident in paragraph 7-4d applies to TC employees.

7-6. SPECIAL INSTRUCTIONS FOR AS EMPLOYEES

a. AS employees are individuals who serve members of the U.S. Forces, the civilian component, and dependent Family members exclusively in accordance with the 29 June 2001 Agreement. AS services include activities such as military planning, intelligence analysis, and activities that support various commands through strategic and war planning. The appendix to the 29 June 2001 Agreement lists all AS positions. The appendix is available through *http://www.per.hqusareur.army.mil/cpd/* (select the appropriate drop-down item under *Contractors*).

b. The definition of ordinarily resident in paragraph 7-4d applies to AS employees.

7-7. PROCEDURES
AE Regulation 715-9 provides detailed procedures for accreditation of TE, TC, and AS contractor employees.

7-8. AUTHORIZED SUPPORT
Support may vary by contract based on specific financial or other considerations received by the Government in return for providing ILS. Personnel specified in paragraphs 7-1a and b are authorized the full range of ILS according to AR 600-8-14 and as defined in the glossary of this regulation with the following provisos:

a. Legal assistance only when DOD is contractually obligated to provide such assistance. The legal assistance, when authorized, will be limited to ministerial services (for example, notaries), legal counseling (for example, discussion of legal correspondence and documents), legal document preparation (limited to powers of attorney and advanced medical directives), and help in retaining civilian lawyers.

b. DODDS services are authorized on a space-created, tuition-payable basis (DODEA Reg 1342.13) only when authorized by the contract.

c. Mortuary services are provided on a reimbursable basis.

SECTION II
INDIVIDUAL PERSONAL SERVICES CONTRACTORS (NON-DOCPER MANAGED CONTRACTORS)

7-9. APPLICABILITY

a. This section applies to DOD individual personal services contractors in Germany who are not managed by DOCPER but who provide personal services exclusively to the U.S. Forces or to members of the U.S. Forces, to members of the civilian component, or their dependents in Germany at least 20 hours per week and who are paid in U.S. dollars from appropriated funds. These types of individual contractors include (but are not limited to) chaplains, dentists, and physicians who are employed under a personal services contract.

b. This section applies to eligible dependent Family members of the personnel in subparagraph a above.

c. This section does not apply to personnel described in subparagraph a above if any of the following apply to them:

(1) Employed by a DOD contractor.

(2) German citizens or persons ordinarily resident in Germany (glossary).

(3) Nationals of a non-NATO country.

(4) Stateless persons.

(5) Family members of persons who are part of the U.S. Forces or a civilian component in Germany.

7-10. IDENTITY DOCUMENTS
Individual personal service contractors will be issued a CAC PRIV or CAC GC as appropriate. Eligible dependent Family members of these personnel will be issued DD Form 1173.

7-11. PROCEDURES

a. Sponsoring agencies for these individual personal services contractors (for example, Office of the Chaplain, IMCOM-Europe) must—

(1) Prepare and verify DD Form 1172-2.

(2) Keep up-to-date records of personnel authorized ID cards.

(3) Comply with the turn-in procedures in paragraph 1-6.

b. ID-card-issuing authorities will issue CACs to the individual personal services contractors and DD Form 1173 overstamped with "OVERSEAS ONLY" to authorized dependent Family members of these personnel.

7-12. AUTHORIZED SUPPORT
Personnel specified in paragraphs 7-9a and b are authorized the full range of ILS according to AR 600-8-14 and as defined in the glossary of this regulation with the following provisos:

a. Legal assistance only when DOD is contractually obligated to provide such assistance. The legal assistance, when authorized, will be limited to ministerial services (for example, notaries), legal counseling (for example, discussion of legal correspondence and documents), legal document preparation (limited to powers of attorney and advanced medical directives), and help in retaining civilian lawyers.

b. DODDS services are authorized on a space-created, tuition-payable basis (DODEA Reg 1342.13) only when authorized by the contract.

c. Mortuary services are provided on a reimbursable basis.

SECTION III
OTHER CONTRACTOR PERSONNEL

7-13 APPLICABILITY

a. This section applies to DOD contractor personnel in Germany who are not managed by DOCPER but who are employees of organizations or enterprises accredited under the Supplementary Agreement to the NATO SOFA, Articles 71 or 72, that provide services exclusively to the U.S. Forces or to members of the U.S. Forces in Germany at least 20 hours per week. Accredited organizations or enterprises include, but are not limited to the following:

(1) Military banking facilities (currently Bank of America (Community Bank)).

(2) Certain educational institutions that support ACES (including Central Texas College, Embry Riddle Aeronautical University, University of Maryland, University of Oklahoma, and University of Phoenix).

(3) Military Communities Youth Ministries (MCYM) (including Club Beyond) and Cadence International and its youth-ministries arm, Malachi Ministries.

b. This section does not apply to personnel described in subparagraph a above if any of the following apply to them:

(1) Employees of DOCPER-managed enterprises covered in section I above.

(2) Employees of certain private organizations covered in chapter 10.

(3) Employees of credit unions covered in chapter 22.

(4) German citizens or persons ordinarily resident in Germany (glossary).

(5) Nationals of a non-NATO country.

(6) Stateless persons.

(7) Family members of persons who are part of the U.S. Forces or a civilian component in Germany.

7-14. IDENTITY DOCUMENTS
Employees in paragraph 7-13a will be issued a CAC PRIV or CAC GC as appropriate. Eligible dependent Family members (para 7-13b) will be issued DD Form 1173.

7-15. PROCEDURES

a. Sponsoring agencies for these personnel (for example, the banking institution, Director of ACES, IMCOM-Europe Chaplain) will—

(1) Prepare and verify DD Form 1172-2.

(2) Keep up-to-date records of personnel authorized ID cards.

(3) Comply with the turn-in procedures in paragraph 1-6.

b. ID-card-issuing authorities will issue CACs to the employees and DD Form 1173 overstamped with “OVERSEAS ONLY” to their authorized dependent Family members.

7-16. AUTHORIZED SUPPORT
Persons specified in paragraph 7-13 are authorized the full range of ILS according to AR 600-8-14 and as defined in the glossary of this regulation with the following provisos:

a. Legal assistance only when DOD is contractually obligated to provide such assistance. The legal assistance, when authorized, will be limited to ministerial services (for example, notaries), legal counseling (for example, discussion of legal correspondence and documents), legal document preparation (limited to powers of attorney and advanced medical directives), and help in retaining civilian lawyers.

b. DODDS services are authorized on a space-created, tuition-payable basis (DODEA Reg 1342.13) only when authorized by the contract.

c. Mortuary services are provided on a reimbursable basis.

CHAPTER 8
ILS FOR MEMBERS OF HOUSEHOLD

8-1. APPLICABILITY AND EXPIRATION

a. This chapter applies only in Germany to—

(1) Children of AD Soldiers, DOD civilian employees, and accredited contractors who reach 21 years of age during the sponsor's overseas tour. MOH status for these Family members expires on the earlier of the following:

(a) The military sponsor's DEROS, the tour-completion date for continental United States (CONUS)-hire civilians, the appointment expiration date for local-hire civilians, or the contract termination date for accredited contractors in effect on the child's 21st birthday.

(b) The child's 23d birthday.

(2) Illegitimate children born in Germany to children of AD military personnel, DOD civilian employees, or accredited contractors. MOH status for these Family members expires on the military sponsor's DEROS for Soldiers, the tour-completion date for CONUS-hire civilians, the appointment expiration date for local-hire civilians, or the contract termination date for accredited contractors in effect on the child's 21st birthday.

NOTE: Approval for MOH status is not required in the situations in a(1) and (2) above. These persons may be issued AE Form 600-700A with the ILS privileges specified in paragraph 8-5 by their servicing ID card office on their receipt of AE Form 600-700B submitted by an appropriate authority in the sponsor's organization and confirmation that such persons meet the criteria in a(1) or (2) above.

(3) Close relatives (glossary) of AD Soldiers, DOD civilian employees, or accredited contractors who do not qualify for dependent status under AR 600-8-14 but who are dependent on and supported by the sponsor because of financial or health reasons. The close relative must be a U.S. citizen, lawful permanent resident of the United States, or EU member-country (glossary) citizen or national who has one of the following relationships to the sponsor:

(a) Child.

(b) Grandchild.

(c) Parent or stepparent.

(d) Grandparent.

(e) Brother, sister, stepbrother, stepsister.

(f) Nephew or niece.

b. MOH status expires on the sponsor's DEROS for Soldiers, tour-completion date for CONUS-hire civilians, appointment-expiration date for local-hire civilians, contract termination date for accredited contractors, or as specified in a(1) and (2) above.

8-2. SPECIAL INSTRUCTIONS FOR QUALIFICATION AS MEMBER OF HOUSEHOLD
For a close relative to be eligible for MOH status, the relative must—

a. Reside with the sponsor and expect to reside with the sponsor until completion of the sponsor's tour in Germany.

b. Be dependent on and supported by the sponsor because of financial or health reasons.

8-3. IDENTITY DOCUMENTS
ID-card-issuing authorities will issue AE Form 600-700A to persons who have approved MOH status.

8-4. PROCEDURES

a. Sponsors will submit written requests for MOH status for close relatives (para 8-1a(3)) to their USAG commander (for Soldiers and civilian employees), the DOCPER (for contractors accredited by DOCPER according to chap 7, sec I), or IMCOM-Europe (IMEU-HMT) (for contractors accredited according to chap 7, secs II and III). Requests must include the following:

(1) A sworn affidavit from the sponsor that includes—

(a) A statement of the close relative's age, the relationship to the sponsor, and the eligibility category in which the relationship falls.

(b) A statement certifying that the close relative resides with the sponsor and that the relative's residency is expected to continue until completion of the sponsor's tour in Germany.

(c) A statement that the close relative is dependent on and supported by the sponsor because of financial or health reasons.

(2) A birth certificate or other appropriate documentation establishing the close relative's relationship to the sponsor (for example, the sponsor or spouse's birth certificate and marriage certificate).

(3) The sponsor's and the close relative's proof of citizenship status.

(4) Documentation to show that the close relative is dependent on and supported by the sponsor because of financial or health reasons. This should include—

(a) An explanation of how the close relative is financially dependent on and supported by the sponsor. Documentation should include a list of any income the close relative receives or earns and a detailed list of the financial support provided by the sponsor. The documentation must support the statement that the close relative is financially dependent on and supported by the sponsor.

(b) A statement from a physician attesting to the close relative's poor health, weakness associated with advanced age, or physical or mental disability if the relative is dependent on the sponsor for health reasons.

b. To renew MOH status, the sponsor will submit the request and the following supporting documentation to the USAG commander (for Soldiers and civilian employees), the DOCPER (for contractors accredited by DOCPER according to chap 7, sec I), or IMCOM-Europe (IMEU-HMT) (for contractors accredited according to chap 7, secs II and III).

(1) A complete copy of the previous MOH-approval packet.

(2) The documentation listed in subparagraph a above.

(3) A copy of the approved extension of the sponsor's tour-completion date (or other appropriate documentation).

NOTE: The expiration date on the new ID card will be as specified in paragraph 8-1b.

c. USAG commanders, the DOCPER, or IMCOM-Europe, as prescribed in subparagraphs a and b above, will—

(1) Review the request and documentation.

(2) Determine if the close relative is eligible for MOH status. USAG commanders and the DOCPER must coordinate questionable requests with IMCOM-Europe (IMEU-HMT).

(3) Prepare and give to sponsors written approvals or disapprovals in accordance with (a) and (b) below.

(a) As a minimum, approvals will include guidance on when and where to report to obtain the close relative's ID card, advice on documentation required by the ID-card-issuing agency, procedures for renewal or a statement telling the sponsor and the relative that the authorization cannot be renewed, and a statement informing the sponsor of the requirement to return the ID card to the sponsoring agency immediately if the relative's MOH status ends before the ID card expires.

(b) As a minimum, disapprovals will include the reasons why the close relative is not eligible for MOH status and refer them to host-nation immigration authorities regarding alien-registration requirements.

(4) Prepare and verify AE Form 600-700B for approved requests and file a copy in the sponsor's official personnel folder. The expiration date must be specified. Support will be as specified in paragraph 8-5.

d. ID-card-issuing authorities will—

(1) Review the documentation required to establish the close relative's eligibility (a and b above).

(2) Verify AE Form 600-700B for eligible close relatives and file the form.

(3) Issue AE Form 600-700A to eligible close relatives with the appropriate expiration date. The AE Form 600-700A issued must indicate the country-of-use limitations of "GERMANY" in block 15.

8-5. AUTHORIZED SUPPORT

a. Family members with approved MOH status are authorized the same ILS as their sponsors, except for—

(1) Legal assistance (AR 27-3).

(2) Medical and dental services (AR 40-3). Family members specified in paragraph 8-1a may receive medical and dental care as an exception to policy on a fully reimbursable basis. Family members designated as MOH may submit requests for exception to policy to the United States Army Europe Regional Medical Command (MCEU-PAD), CMR 442, APO AE 09042-0130. These requests must include a complete copy of the approved request to establish MOH status or the approved request to renew MOH status. AD Soldier sponsors of illegitimate grandchildren may apply to the local military medical treatment facility for secretarial-designee status (AR 600-8-14, para 4.13.2). Approval of this status entitles the illegitimate grandchildren to medical care at the local military medical treatment facility.

b. Sponsors are not authorized additional living space or housing allowance for approved MOHs.

c. MOHs of military and DOD civilian employees are authorized space-available travel when the sponsor departs Germany for a PCS.

d. DODDS eligibility for MOHs must be determined by DODDS-Europe before enrollment (sponsor must contact the local DODDS for assistance).

CHAPTER 9
ILS FOR AMERICAN RED CROSS PERSONNEL

9-1. APPLICABILITY
This chapter applies to—

a. Employees of the American Red Cross who exclusively serve the American Red Cross and who are not—

(1) Stateless persons.

(2) Nationals of a non-NATO country.

(3) Host-nation citizens or ordinarily resident in the host nation.

b. Eligible dependent Family members accompanying the persons in subparagraph a above.

9-2. IDENTITY DOCUMENTS

ID-card-issuing authorities will issue DD Form 1173, DD Form 2764, or DD Form 2765, as appropriate, to the persons specified in paragraph 9-1.

9-3. PROCEDURES

a. Sponsoring agencies must—

(1) Prepare and verify DD Form 1172.

(2) Comply with the turn-in procedures in paragraph 1-6.

b. ID-card-issuing authorities will—

(1) Issue DD Form 2764 and DD Form 2765 to sponsors according to chapter 3 and AR 600-8-14.

(2) Issue DD Form 1173 to Family members according to chapter 3 and AR 600-8-14.

9-4. AUTHORIZED SUPPORT

Persons specified in paragraph 9-1 are authorized the full range of ILS with the following exceptions or restrictions—

a. Casualty assistance and mortuary services are not authorized (AR 600-8-1 and AR 638-2).

b. DODDS services are authorized on a space-available, tuition-payable basis (DODEA Reg 1342.13).

c. Government housing at no cost is authorized only for personnel in positions listed in AE Supplement 1 to AR 420-1, paragraph 3-14i(3)(c). All other employees of the American Red Cross mobile staff in the Army in Europe are ineligible for Government housing or furnishings support.

d. Legal assistance is not authorized (AR 27-3).

e. Medical services are authorized on a space-available basis at rates specified in uniformed services instructions (AR 40-3). Dental services are not authorized.

CHAPTER 10
ILS FOR USO AND USS EMPLOYEES

10-1. APPLICABILITY

This chapter applies to—

a. Employees of the USS and USO who exclusively serve the USS and USO, respectively, and who are not—

(1) Stateless persons.

(2) Nationals of a non-NATO country.

(3) Persons who are host-nation citizens or deemed ordinarily resident in the host nation.

b. Eligible dependent Family members accompanying the persons in subparagraph a above.

10-2. IDENTITY DOCUMENTS
ID-card-issuing authorities will issue DD Form 1173, DD Form 2764, or DD Form 2765, as appropriate, to the persons specified in paragraph 10-1.

10-3. PROCEDURES

a. Sponsoring agencies must—

(1) Verify DD Form 1172.

(2) Comply with the turn-in procedures in paragraph 1-6.

b. ID-card-issuing authorities will—

(1) Issue DD Form 2764 and DD Form 2765 to sponsors according to chapter 3 and AR 600-8-14.

(2) Issue DD Form 1173 to Family members according to AR 600-8-14 and chapter 3 of this regulation.

10-4. AUTHORIZED SUPPORT
Persons specified in paragraph 10-1 are authorized the full range of ILS with the following restrictions:

a. Casualty assistance is not authorized (AR 600-8-1).

b. DODDS services are authorized on a space-available, tuition-payable basis (DODEA Reg 1342.13).

c. Legal assistance is not authorized (AR 27-3).

d. Medical services are authorized on a space-available, fully reimbursable basis (AR 40-3). Dental services are not authorized.

e. Mortuary services are authorized on a reimbursable basis (AR 638-2).

CHAPTER 11
ILS FOR UNACCOMPANIED FAMILY MEMBERS (INCLUDING WIDOWS AND WIDOWERS)

SECTION I
GENERAL

11-1. APPLICABILITY
This chapter applies to unaccompanied Family members (including widows and widowers) and lists the types of ILS for which they are eligible.

11-2. RULES AND PROCEDURES

a. The rules in table 11-1 and the procedures in sections II and III of this chapter are detailed and complex. Unaccompanied Family members should read this chapter carefully and become familiar with table 11-1 and sections II and III of this chapter.

b. Table 11-2 lists USFC-E customer-service offices.

c. AR 600-8-14 governs eligibility for Family member entitlement to DD Form 1173. Persons with questions about a Family member's status should review AR 600-8-14. If AR 600-8-14 does not authorize entitlement to DD Form 1173, ILS generally is not authorized under this chapter.

Table 11-1
ILS for Unaccompanied Family Members (Including Widows and Widowers)

Rule	A. If the Family member—	B. And the sponsor—	C. Then the Family member—
1	Is residing with the sponsor in Germany and is eligible for ILS under chapter 3, 7, 8, 9, 10, 11, or 12,	Dies or departs Germany on a PCS move,	Is eligible for continued ILS for 90 days after the sponsor's death or departure from Germany.
2	Is residing with the sponsor in Germany and is eligible for ILS under chapter 3, 7, or 8,	Deploys to a peacekeeping or contingency operation with a scheduled postdeployment direct return to a duty position in Germany,	Is eligible for continued ILS for the entire period of the sponsor's absence.
3	Is residing with the sponsor in Germany and is eligible for ILS under chapter 3 or 8,	Is a member of the U.S. AD military who departs Germany on a direct PCS to a short- or restricted-tour area with scheduled immediate reassignment to Germany on tour completion,	Is eligible for continued ILS for the entire period of the sponsor's absence.
4	Is residing with the sponsor in Germany and remains in Germany after the 90-day grace period noted in rule 1,	Is a member of the U.S. AD military who has departed Germany on a direct PCS to a short- or restricted-tour area,	Is eligible for ILS according to section III of this chapter.
		Is a member of the U.S. AD military who has departed Germany on a TDY enroute PCS,	Is eligible for ILS as determined by the NATO/SOFA Office. Requests for ILS must be submitted as an exception to policy (para 1-18a).
5	Elects to come to Germany,	Is a member of the U.S. AD military who departed on PCS for a short- or restricted-tour area from an assignment other than Germany,	Is eligible for ILS according to section III of this chapter.
		Is a member of the U.S. AD military who deployed to a hostile-fire zone from an assignment other than Germany and who is taken prisoner of war or reported missing in action,	
6	Is the un-remarried widow or widower of a U.S. AD military member and elects to come to or remain in Germany to reside,	Died while on AD in Germany,	Is eligible for ILS according to rule 1 for the first 90 days and according to section IV of this chapter.
		Died while on AD in an area other than Germany,	Is eligible for ILS according to section IV of this chapter.
7	Is an un-remarried widow or widower of a military retiree, a 100-percent disabled veteran, or a gray-area retiree and elects to reside in Germany,	Died in a retired or 100-percent disabled status,	Is eligible for ILS according to section IV of this chapter.
		Died in a gray-area retiree status,	Is eligible for ILS according to section V of this chapter.

Table 11-1
ILS for Unaccompanied Family Members (Including Widows and Widowers)

Rule	A. If the Family member—	B. And the sponsor—	C. Then the Family member—
8	Elects to come to or remain in Germany to reside and rules 1 through 7 do not apply,	Is a member of the U.S. AD military and is not present in Germany,	Is eligible for ILS according to paragraph 11-6.
9	Is residing with the sponsor in Italy and is eligible for ILS under chapter 3, 9, 10, 11, 12, or 13,	Died or departed Italy on a PCS move,	Is eligible for continued ILS for no more than 90 days as determined by the sponsoring agency
10	Elects to come to or remain in Germany,	Is in a retired military or 100-percent disabled status,	Is eligible for logistic support according to paragraph 13-4.
		Is in a gray-area retiree status,	Is eligible for logistic support according to paragraph 13-9.

Table 11-2
Locations of USFC-E Offices

Station/Office Designation	Location	APO AE	DSN Telephone
CG, USAREUR, Customs Executive Agency	Bldg 335, Taylor Barracks, Mannheim	09086	381-7610/8114
NATO/SOFA Office	Bldg 333, Taylor Barracks, Mannheim	09086	381-8141/7354
Ansbach Field Office	Bldg 5251, Room 213, Barton Barracks	09177	468-7842/7847/ 7846
Bamberg Field Office	Bldg 7011, Room 128/129, Warner Barracks	09139	469-7460/9312
Frankfurt Flughafen	Terminal 1C, Ground Level	NA	0162-270-8679
Garmisch Field Office	Bldg 209, Artillery Kaserne	09053	440-3648/3601
Grafenwöhr Field Office	Bldg. 244, Room 240, Training Area	09114	475-7249/7282
Geilenkirchen Field Office	Bldg 87, Room 1, Geilenkirchen NATO Air Base	09104	458-6029
Heidelberg Field Office	Bldg 3850, Shopping Center Complex	09102	370-8998/7142
Hohenfels Field Office	Bldg 10, Room 118, Training Area	09173	466-2012/4350/ 2745
Kaiserslautern Field Office	Bldg 3245, Room 215, Kleber Kaserne	09227	483-7383
Mannheim Field Office	Bldg 255, Room 110, Sullivan Barracks	09086	385-3307/3326
Ramstein Field Office	Bldg 86, Einsiedlerhof, Ramstein Air Base	09094	489-6359
Ramstein Air Terminal	Air Terminal, Ramstein Air Base	09094	480-4845/7168
Schweinfurt Field Office	Bldg 289, Ledward Barracks	09033	354-6854/6842
Spangdahlem Field Office	Bldg 316, Room 105, Spangdahlem Air Base	09126	452-4500
Spangdahlem Air Terminal	Air Terminal, Spangdahlem Air Base	09126	452-8976
Stuttgart Field Office	Bldg 2913, Room 303, Panzer Kaserne	09131	431-2657/2731/ 3067
Vilseck Field Office	Bldg 161, Room 127, Rose Barracks	09112	476-2104/2105/ 2106
Wiesbaden Field Office	Bldg 1038, Room 112 Wiesbaden Air Base	09096	337-5188/6071

SECTION II
ILS FOR FAMILY MEMBERS OF ACTIVE DUTY MILITARY PERSONNEL REMAINING IN GERMANY FOR MORE THAN 90 DAYS AFTER THEIR SPONSOR'S DEPARTURE

11-3. APPLICABILITY
This section applies to Family members who qualify under table 11-1, rule 8.

11-4. IDENTITY DOCUMENTS
ID-card-issuing authorities will issue DD Form 1173 to the persons specified in paragraph 11-3.

11-5. PROCEDURES
When sponsors outprocess before departing Germany on PCS orders and they have Family members who plan to remain in Germany, sponsors will provide a copy of their PCS orders and their Family members' local addresses and telephone numbers to the nearest USFC-E customer-service office (table 11-2). Immediately after arriving at their new duty station, sponsors will send a properly prepared and verified DD Form 1172 to Family members only if the Family members are staying in Germany longer than 90 days and the sponsors are members of the U.S. military. Sponsors must request an exception to policy from the garrison commander for their Family members to remain in Government housing for a period not to exceed 90 days after their departure on a PCS. Requests to remain in Government housing for 90 or more days must be sent through the garrison commander to the Forward Functional Support Team for Public Works, Unit 29353, Box 200, APO AE 09014-0200.

a. The sponsoring agency will detach or void ration coupons to ensure Family members' AE Form 600-702A will not be valid more than 90 days after the sponsor departs.

b. Unaccompanied Family members will—

(1) Apply for full-fee passports before their sponsor's departure and turn in their no-fee passports to the local military passport agent no later than 90 days after sponsor's departure.

(2) Report to the appropriate military police and German authorities to change their POV registration (AE Form 190-1A) no later than 90 days after their sponsor's departure.

(3) Turn in invalid ration cards to their sponsor's former organization.

(4) Report to the nearest USFC-E customer-service office (table 11-2) to obtain information about their eligibility for and verification of their status to submit to the local German customs office. If the Family members are eligible, the local German customs office will issue a *Zollbescheinigung* authorizing purchases of nonrationed items with the payment of a duty to the German customs office.

11-6. AUTHORIZED SUPPORT
Unaccompanied Family members of U.S. military personnel are authorized the ILS in subparagraphs a through g below during their unaccompanied stay. Paragraph 11-10 lists support authorized if the Family members qualify for a *Zollbescheinigung* (para 11-7).

a. ACES (AR 621-5).

b. AFRC facilities (the purchase of tax-free cigarettes is not authorized).

c. Casualty assistance and limited mortuary services (AR 600-8-1 and AR 638-2).

d. DODDS services (DODEA Reg 1342.13) as follows:

(1) On a space-required, tuition-free basis for the school year in which the sponsor is transferred, dies, or retires.

(2) On a space-required, tuition-free basis if the sponsor is declared missing in action or is detained by a foreign power.

(3) On a space-available, tuition-free basis if the sponsor died while entitled to compensation or AD pay and the surviving spouse was either residing overseas when the sponsor died or was a citizen of a foreign country (for example, Germany) and returned to that country after the sponsor died.

(4) Enrollment determinations must be made by DODDS-Europe for all other situations (local DODDS should be contacted for assistance).

e. Legal assistance (AR 27-3).

f. Medical and dental services (AR 40-3).

g. Transient billets. Unaccompanied Family members may use transient quarters only when moving from Government quarters to residences in the host-nation community or when preparing to move to accompany the sponsor on a nonrestricted tour.

SECTION III
ILS FOR CERTAIN UNACCOMPANIED FAMILY MEMBERS OF U.S. MILITARY PERSONNEL TO OBTAIN AUTHORITY TO USE U.S. FORCES SALES FACILITIES

11-7. APPLICABILITY
This section applies to Family members of U.S. military personnel—

a. Who remain in Germany after the expiration of the 90-day grace period and whose sponsors have departed directly from Germany on a PCS to a restricted- or short-tour area.

b. Who reside in Germany while the sponsor is on PCS orders to a restricted- or short-tour area from an assignment other than Germany.

c. Residing in Germany whose sponsors are prisoners of war or missing in action.

11-8. IDENTITY DOCUMENT
Persons specified in paragraph 11-7 will be issued DD Form 1173.

11-9. PROCEDURES

a. Unaccompanied Family members specified in paragraphs 11-7a and c will—

(1) After completing requirements in paragraph 11-5b, apply for a *Zollbescheinigung*. The USFC-E customer-service office will issue Family members a verification of their status. The local German customs office will provide Family members a *Zollbescheinigung*.

(2) Report status changes to the USFC-E customer-service office.

b. The USAREUR PM, as the CG, USAREUR, Customs Executive Agent, will—

(1) Receive written requests from unaccompanied Family members for purchasing privileges at U.S. Forces sales facilities. This is not required for personnel in paragraphs 11-7a and c.

(2) Assist unaccompanied Family members and ensure they comply with German laws and Army in Europe policy.

c. Unaccompanied Family members who were not residing with their sponsor in Germany when the sponsor departed for a short or restricted tour may—

(1) Submit written requests for purchasing privileges to either of the following:

(a) NATO/SOFA Office (ECJ1-CEA-NS), Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931.

(b) NATO/SOFA Office (ECJ1-CEA-NS), Office of the Provost Marshal, HQ USAREUR, Taylor Barracks, Havellandstraße, D-68309 Mannheim.

(2) On approval by the NATO/SOFA Office, obtain status-verification certificates from the USFC-E customer-service office to submit to the local German customs office for the issue of *Zollbescheinigung*.

11-10. AUTHORIZED SUPPORT

a. Unaccompanied Family members specified in paragraphs 11-7a and c who have a valid *Zollbescheinigung* are authorized to use the following:

(1) AAFES-Eur facilities (excluding the purchase of rationed items).

(2) ACES (AR 621-5).

(3) AFRC facilities (the purchase of tax-free cigarettes is not authorized).

(4) Casualty assistance and limited mortuary services (AR 600-8-1 and AR 638-2).

(5) Commissary (excluding the purchase of rationed items).

(6) DODDS services (DODEA Reg 1342.13) as follows:

(a) On a space-required, tuition-free basis for the school year in which the sponsor is transferred, dies, or retires.

(b) On a space-required, tuition-free basis if the sponsor is declared missing in action or is detained by a foreign power.

(c) On a space-available, tuition-free basis if the sponsor died while entitled to compensation or AD pay and the surviving spouse was either residing overseas when the sponsor died or was a citizen of a foreign country (for example, Germany) and returned to that country after the sponsor died.

(d) Enrollment determinations must be made by DODDS-Europe for all other situations (local DODDS should be contacted for assistance).

(7) Legal assistance (AR 27-3).

(8) Local MWR services. When facilities are limited, the local garrison commander may curtail these services. The purchase of tax-free cigarettes is not authorized. Written approval is required from the local garrison commander to use automotive craft shops to repair POVs that do not have U.S. Forces-issued license plates.

(9) Medical and dental services (AR 40-3).

(10) Military postal service with an approved AE Form 600-8-3C. The Family member will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If the AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. A *Zollbescheinigung* is not required to use the military postal service. Mail containing merchandise, however, must be presented to German customs officials unopened so they can assess duty.

(11) Transient billets. Unaccompanied Family members may use transient quarters only when moving from Government quarters to residences in the local host-nation community.

b. Unaccompanied Family members specified in paragraph 11-7b are authorized to use the following:

(1) ACES (AR 621-5).

(2) AFRC facilities (the purchase of tax-free cigarettes is not authorized).

(3) Casualty assistance and limited mortuary services (AR 600-8-1 and AR 638-2).

(4) DODDS services (DODEA Reg 1342.13) as determined by DODDS-Europe (local DODDS should be contacted for assistance).

(5) Legal assistance (AR 27-3).

(6) Medical and dental services (AR 40-3 and AR 40-330).

(7) Military postal service with an approved AE Form 600-8-3C. The Family member will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If the AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. A *Zollbescheinigung* is not required to use the military postal service. Mail containing merchandise, however, must be presented to German customs officials unopened so they can assess duty.

(8) Transient billets. Unaccompanied Family members may use transient quarters only when moving from Government quarters to residences in the local host-nation community or when preparing to move to accompany the sponsor on a nonrestricted tour.

11-11. SPECIAL INSTRUCTIONS

a. German customs officials must validate the *Zollbescheinigung* each month.

b. If more than 2 months have passed since the last German customs entry, managers and employees of U.S. Forces sales facilities will not allow any purchases.

c. Sales personnel will enter the amount of any purchases with single-item sale prices of $250 or more.

d. By the 5th day of each month, unaccompanied Family members must report to the German customs office where they registered to pay the 17.5 percent customs duty (rate subject to change) on nonrationed items purchased and not consumed on the premises. Duty assessments are based on the sales tickets received at the U.S. Forces sales facilities during the preceding month.

e. When purchase privileges covered by this chapter are authorized, DD Form 1173 and a valid *Zollbescheinigung* are necessary for unaccompanied Family members to use U.S. Forces AAFES-Eur and commissary facilities. A *Zollbescheinigung* is not required to use the privileges in paragraph 11-6.

f. Persons residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium: USAG Benelux (IMEU-CHV-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Vicenza (IMEU-VIC-HM), Unit 31401, Box 41, APO AE 09630-0005.

(3) In the Netherlands: USAG Schinnen (IMEU-SCH-HM), Unit 21602, APO AE 09703-1602.

SECTION IV
ILS FOR WIDOWS AND WIDOWERS OF ACTIVE DUTY SOLDIERS AND MILITARY RETIREES TO OBTAIN AUTHORITY TO USE U.S. FORCES FACILITIES

11-12. APPLICABILITY

This section applies to un-remarried widows and widowers and unmarried widows and widowers (widows and widowers who remarried and whose subsequent marriage resulted in a divorce or the death of their spouse) residing in Germany whose spouses were in the U.S. military and died while on AD or in a retired status. This section also applies to accompanying eligible dependent Family members of un-remarried widows and widowers and unmarried widows and widowers. Family members who remain in Germany after their sponsor (widow or widower) dies cannot be authorized purchasing privileges beyond those specified in paragraph 11-15, unless approval is granted by the NATO/SOFA Office as authorized by the German Federal Ministry of Finance.

11-13. IDENTITY DOCUMENT
Persons specified in paragraph 11-12 will be issued DD Form 1173.

11-14. PROCEDURES

a. Un-remarried and unmarried widows and widowers and their accompanying eligible dependent Family members who reside in Germany or come to Germany to take up residence will—

(1) With the assistance of the casualty assistance officer, provide a copy of their sponsor's death certificate and the full names, addresses, and telephone numbers of Family members in Germany to the nearest USFC-E customer-service office within 7 days after their sponsor's death if they were residing in Germany at the time of death. The casualty assistance officer will help widows and widowers obtain a new DD Form 1173.

(2) Report to the nearest USFC-E customer-service office (table 11-2) for information about their eligibility to obtain status-verification certificates. If they are eligible, they must submit the verification certificates to the local German customs office, which will issue a *Zollbescheinigung* authorizing the purchase of nonrationed items at U.S. Forces sales facilities with the payment of duty to the German customs officials.

b. The USFC-E customer-service office will—

(1) Help un-remarried and unmarried widows and widowers and their accompanying eligible dependent Family members comply with German laws and Army in Europe policy.

(2) Issue status verifications for un-remarried and unmarried widows and widowers and accompanying dependent Family members who are eligible.

11-15. AUTHORIZED SUPPORT
Persons specified in paragraph 11-12 are authorized to use the following:

a. ACES (AR 621-5).

b. AFRC facilities (the purchase of rationed items is not authorized).

c. Casualty assistance and limited mortuary services (AR 600-8-1 and AR 638-2).

d. Credit union (if an account existed before the sponsor's death).

e. DODDS services (DODEA Reg 1342.13) as follows:

(1) On a space-required, tuition-free basis for the school year in which the sponsor died.

(2) On a space-available, tuition-free basis if the sponsor died while entitled to compensation or AD pay and the surviving spouse was either residing overseas when the sponsor died or was a citizen of a foreign country (for example, Germany) and returned to that country after the sponsor died.

(3) Enrollment determinations must be made by DODDS-Europe for all other situations (local DODDS should be contacted for assistance).

f. Legal assistance (AR 27-3).

g. Local MWR services. When facilities are limited, the local garrison commander may curtail these services. Purchase of tax-free cigarettes is not authorized. Written approval is required from the local garrison commander to use automotive craft shops to repair POVs not bearing U.S. Forces-issued license plates.

h. Medical and dental services (AR 40-3) (only for un-remarried widows and widowers). Unmarried widows and widowers are not entitled to medical and dental services, because medical care cannot be restored for an unmarried former spouse.

i. Military postal service with an approved AE Form 600-8-3C. Eligible personnel will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If the AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. Incoming and outgoing mail is limited to 16 ounces or less. A *Zollbescheinigung* is not required to use the military postal service. Mail containing merchandise, however, must be presented to German customs officials unopened so they can assess duty.

j. Transient billets (on a space-available basis).

k. The following if the un-remarried and unmarried widows or widowers qualify for *Zollbescheinigung*:

(1) AAFES-Eur facilities (excluding the purchase of rationed items).

(2) Commissary (excluding the purchase of rationed items).

11-16. SPECIAL INSTRUCTIONS

a. German customs officials must validate *Zollbescheinigung* each month.

b. If more than 2 months have passed since the last German customs entry, managers and employees of U.S. Forces sales facilities will not allow any purchases.

c. Sales personnel will enter the amount of any purchases with single-item sale prices of $250 or more.

d. By the 5th day of each month, widow and widowers must report to the German customs office where they registered to pay the 17.5 percent customs duty (rate subject to change) on items purchased and not consumed on the premises. Duty assessments are based on sales tickets received at U.S. Forces sales facilities during the preceding month.

e. Persons residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium: USAG Benelux (IMEU-CHV-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Vicenza (IMEU-VIC-HM), Unit 31401, Box 41, APO AE 09630-0005.

(3) In the Netherlands: USAG Schinnen (IMEU-SCH-HM), Unit 21602, APO AE 09703-1602.

SECTION V
ILS FOR WIDOWS AND WIDOWERS OF RETIRED U.S. RC MILITARY PERSONNEL (GRAY-AREA RETIREES) TO USE U.S. FORCES FACILITIES

11-17. APPLICABILITY
This section applies to un-remarried widows and widowers and unmarried widows and widowers (widows and widowers who remarried and whose subsequent marriage resulted in a divorce or the death of their spouse) residing in Germany whose spouses were gray-area retirees (glossary). This section also applies to accompanying eligible dependent Family members of un-remarried widows and widowers and unmarried widows and widowers. Family members who remain in Germany after their sponsor dies cannot be authorized purchasing privileges unless approval is granted by the NATO/SOFA Office in coordination with the German Federal Ministry of Finance.

11-18. IDENTITY DOCUMENT
ID-card-issuing authorities will issue DD Form 1173-1 to the persons in paragraph 11-17.

11-19. PROCEDURES

a. Un-remarried and unmarried widows and widowers and their accompanying dependent children who are eligible and reside in or will reside in Germany will report to the nearest USFC-E customer-service office (table 11-2) for information about obtaining status-verification certificates to submit to the local German customs office. If widows and widowers and their accompanying dependent children are eligible, the local German customs office will issue a *Zollbescheinigung* authorizing the purchase of nonrationed items at U.S. Forces sales facilities with the payment of duty to the German customs officials.

b. Personnel at the USFC-E customer-service office (table 11-2) will—

(1) Help un-remarried and unmarried widows and widowers and their accompanying eligible Family members comply with German laws and Army in Europe policy.

(2) Issue status-verification certificates to eligible un-remarried and unmarried widows and widowers and accompanying Family members.

11-20. AUTHORIZED SUPPORT
Persons specified in paragraph 11-17 are authorized the support specified in paragraph 11-15, except for legal assistance. Legal assistance is not authorized.

11-21. SPECIAL INSTRUCTIONS

a. Un-remarried widows and widowers and eligible dependent Family members of gray-area retirees will keep their eligibility even if the retiree died before reaching age 60. Regular retired ID cards will be issued on or after the date on which the sponsor would have been 60 years old. Participation in the Reserve Component Survival Plan is not a requirement for eligibility for AAFES-Eur and MWR privileges.

b. German customs officials must validate the *Zollbescheinigung* each month.

c. If more than 2 months have passed since the last German customs entry, managers and employees of U.S. Forces sales facilities will not allow any purchases.

d. Sales personnel will enter the amount of any purchases with single-item sale prices of $250 or more.

e. By the 5th day of each month, widow and widowers must report to the German customs office where they registered to pay the 17.5 percent customs duty (rate subject to change) on items purchased and not consumed on the premises. Duty assessments are based on sales tickets received at U.S. Forces sales facilities during the preceding month.

f. Persons residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium: USAG Benelux (IMEU-CHV-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Vicenza (IMEU-VIC-HM), Unit 31401, Box 41, APO AE 09630-0005.

(3) In the Netherlands: USAG Schinnen (IMEU-SCH-HM), Unit 21602, APO AE 09703-1602.

CHAPTER 12
ILS FOR EMPLOYEES OF THE BOY SCOUTS OF AMERICA AND GIRL SCOUTS OF THE UNITED STATES OF AMERICA

12-1. APPLICABILITY
This chapter applies to—

a. U.S.-citizen employees working full time for the Boy Scouts of America (BSA) or the Girl Scouts of the United States of America (GSUSA) in Belgium, Italy, and the United Kingdom where agreements may exist authorizing ILS for those employees.

b. Family members accompanying personnel in subparagraph a above.

12-2. IDENTITY DOCUMENTS, PROCEDURES, AND AUTHORIZED SUPPORT
The type of identity documents, procedures for obtaining such documents, and the types of authorized support will be established by directives published by the Commander, USAG Benelux (for Belgium and the United Kingdom), or the Commanding General, USASETAF (for Italy), in accordance with agreements with the host nation.

CHAPTER 13
ILS FOR RETIRED U.S. MILITARY PERSONNEL AND 100-PERCENT DISABLED VETERANS

SECTION I
GENERAL

13-1. APPLICABILITY
This chapter applies to—

a. Retired U.S. military personnel who are residing in Germany or visiting in Germany for at least 30 days.

b. Veterans who are 100-percent disabled and are residing in Germany or visiting in Germany for at least 30 days.

c. Accompanying eligible dependent Family members of the persons specified in subparagraphs a and b above.

13-2. IDENTITY DOCUMENTS
ID-card-issuing authorities will issue the following identity documents to the persons specified in paragraph 13-1:

a. Retired U.S. military: DD Form 2 (RET).

b. Veterans who are 100-percent disabled: DD Form 2765.

c. Family members: DD Form 1173.

NOTE: 100-percent disabled veterans who are entitled to U.S. military retired pay will be issued only DD Form 2 (RET), even if they choose to waive their retired pay to receive "tax-exempt" disability compensation from the VA (AR 600-8-14, para 24.1.1).

13-3. PROCEDURES

a. Retired U.S. military personnel and veterans who are 100-percent disabled will report to the—

(1) Nearest USFC-E customer-service office (table 11-2) in person. AE Regulation 550-175 provides procedures for obtaining a *Zollbescheinigung*.

(2) Local German customs office responsible for the area where the retired applicant is residing or visiting.

(a) The German customs office will issue a *Zollbescheinigung* to sponsors. A second certificate may be issued, if required.

(b) Retirees and 100-percent disabled veterans who have valid *Zollbescheinigung* may purchase nonrationed items for their personal use or consumption at U.S. Forces retail sales facilities. Purchases from U.S. Forces sales facilities will be permitted by presenting DD Form 2 (RET), DD Form 2765, or DD Form 1173 for accompanying dependent Family members and a validated *Zollbescheinigung*. Certificates must be revalidated each month at the German customs office.

b. ID-card-issuing authorities will—

(1) Issue DD Form 2 (RET), DD Form 1173, or DD Form 2765 when required (AR 600-8-14).

(2) Direct persons to the USFC-E customer-service office.

c. The USFC-E customer-service office will help applicants comply with host-nation laws and requirements, applicable U.S. laws, and Army in Europe policy and will direct applicants to report to the local German customs office.

13-4. AUTHORIZED SUPPORT

Persons specified in paragraph 13-1 who—

a. Do not possess a valid *Zollbescheinigung* are authorized to use the following:

(1) ACES (AR 621-5).

(2) AFRC facilities on a space-available basis.

(3) Casualty assistance and limited mortuary services (AR 600-8-1 and AR 638-2).

(4) Credit union (if an account existed before retirement).

(5) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis.

(6) Legal assistance (AR 27-3).

(7) Local Government transportation on a space-available basis.

(8) Local MWR services.

(9) Medical and dental services (AR 40-3).

NOTE: 100-percent disabled veterans are not entitled to these services (their medical treatment is provided by the VA).

(10) Military postal service with an approved AE Form 600-8-3C. Eligible personnel will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If the AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. Incoming and outgoing mail is limited to 16 ounces or less. A *Zollbescheinigung* is not required to use the military postal service. Mail containing merchandise, however, must be presented to German customs officials unopened so they can assess duty.

(11) Transient billets on a space-available basis.

b. Possess a valid *Zollbescheinigung* are authorized to the privileges in subparagraph a above and the following:

(1) AAFES-Eur facilities (excluding the purchase of rationed items).

(2) Commissary (excluding the purchase of rationed items).

13-5. SPECIAL INSTRUCTIONS

a. U.S. military retirees in the USEUCOM AOR do not have status under the NATO SOFA and are not granted the rights, privileges, and benefits of the agreement. Any rights, privileges, and benefits they may receive are based on bilateral agreements and concessions with host-nation authorities.

b. In Germany, retirees and their accompanying eligible dependent Family members who reside in Germany or visit Germany for at least 30 days may be granted the use of U.S. Forces sales facilities to purchase nonrationed items with payment of duty to local German customs officials. Privileges constituting tax and customs exemptions, such as tax- and duty-free imports, U.S. Forces POV registration, the purchase of tax- and duty-free gasoline, and the use of the *Abwicklungsschein* are not authorized.

c. Retired U.S. military personnel and veterans who are 100-percent disabled residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium: USAG Benelux (IMEU-CHV-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Vicenza (IMEU-VIC-HM), Unit 31401, Box 5, APO AE 09630-0005.

(3) In the Netherlands: USAG Schinnen (IMEU-SCH-HM), Unit 21602, APO AE 09703-1602.

d. Entitlements for widows and widowers of retired members are in chapter 11.

SECTION II
ILS FOR RETIRED U.S. RC MILITARY PERSONNEL (GRAY-AREA RETIREES)

13-6. APPLICABILITY

This section applies to retired RC military personnel (gray-area retirees (glossary)) and their accompanying eligible dependent Family members. These persons may use the privileges and benefits extended to them under the National Defense Authorization Act according to administrative arrangements made with the German Government.

13-7. IDENTITY DOCUMENTS

ID-card-issuing authorities will issue the appropriate DD Form 2 to retirees and DD Form 1173-1 to eligible dependent Family members specified in paragraph 13-6.

13-8. PROCEDURES

a. Retired Reserve U.S. military personnel and their accompanying eligible dependent Family members who reside in Germany or visit Germany for 30 days or more will report to the—

(1) Nearest USFC-E customer-service office (table 11-2) in person.

(2) Local German customs office responsible for the area where the retired applicant is residing or visiting.

(a) The German customs office will issue a *Zollbescheinigung* to the sponsor. A second certificate may be issued, if required.

(b) Reserve retirees who have a valid *Zollbescheinigung* are authorized unlimited visits to the commissary and AAFES-Eur facilities to purchase nonrationed items only for their personal use or consumption at U.S. Forces retail sales facilities. They are also authorized to make purchases at U.S. Forces sales facilities by presenting their DD Form 2 (or DD Form 1173-1 for accompanying dependent Family members) and a validated *Zollbescheinigung*. The German customs office must revalidate the *Zollbescheinigung* each month.

b. ID-card-issuing authorities will—

(1) Verify eligibility with a copy of either of the following:

(a) Retiree's orders assigning him or her to the Retired Reserve and indicating eligibility for retired pay at age 60.

(b) Sponsor's Notification of Eligibility for Retired Pay at Age 60 (known as a "20-year letter").

(2) Issue the appropriate DD Form 2 and DD Form 1173-1 when required (AR 600-8-14).

(3) Direct persons to the local USFC-E customer-service office.

c. The USFC-E customer-service office will help applicants comply with host-nation laws and requirements as well as applicable U.S. laws and Army in Europe policy and will direct applicants to report to their local German customs office.

13-9. AUTHORIZED SUPPORT

Persons specified in paragraph 13-6 who—

a. Do not possess a valid *Zollbescheinigung* are authorized to use the following:

(1) ACES (AR 621-5).

(2) AFRC facilities (on a space-available basis).

(3) Casualty assistance and limited mortuary services (AR 600-8-1 and AR 638-2).

(4) Credit union (if an account existed before retirement).

(5) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis.

(6) Local Government transportation (on a space-available basis).

(7) Local MWR services.

(8) Medical and dental services (AR 40-3). 100-percent disabled veterans are not entitled to these services; their medical treatment is provided by the VA.

(9) Military postal service with an approved AE Form 600-8-3C. Eligible personnel will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If the AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. Incoming and outgoing mail is limited to 16 ounces or less. A *Zollbescheinigung* is not required to use the military postal service. Mail containing merchandise, however, must be presented to German customs officials unopened so they can assess duty.

(10) Transient billets (on a space-available basis).

b. Possess a valid *Zollbescheinigung* are authorized the privileges in subparagraph a above and the following:

(1) AAFES-Eur (excluding the purchase of rationed items).

(2) Commissary (excluding the purchase of rationed items).

NOTE: Retired U.S. RC military personnel (gray-area retirees) and 100-percent disabled veterans residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium: USAG Benelux (IMEU-CHV-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Vicenza (IMEU-VIC-HM), Unit 31401, Box 41, APO AE 09630-0005.

(3) In the Netherlands: USAG Schinnen (IMEU-SCH-HM), Unit 21602, APO AE 09703-1602.

CHAPTER 14
ILS FOR ACCREDITED FOREIGN LIAISON PERSONNEL TO THE CDRUSEUCOM; CG, USAREUR; AND COMUSAFE

14-1. APPLICABILITY

a. This chapter applies to—

(1) Persons from Belgium, Canada, France, the Netherlands, and the United Kingdom, including persons who are assigned to Sending State missions of those countries and who are performing liaison functions with military missions in Germany and are accredited to the CDRUSEUCOM, the CG, USAREUR, or the COMUSAFE.

(2) Family members accompanying persons specified in (1) above.

b. This chapter does not apply to—

(1) German liaison personnel.

(2) NATO personnel assigned to IMH and activities (chap 17).

(3) Foreign personnel from any country not listed in subparagraph a above.

NOTE: Persons in Italy should refer to chapter 20.

14-2. IDENTITY DOCUMENTS
ID-card-issuing authorities will issue AE Form 600-700A to the persons specified in paragraph 14-1a.

14-3. PROCEDURES

a. Sponsoring organizations of foreign military liaison personnel will—

(1) Identify persons eligible for support.

(2) Prepare and verify AE Form 600-700B and send it for approval to IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055.

(3) Determine authorized support.

NOTE: Sponsoring organizations must obtain proof that the respective national-forces ration cards will not be used to obtain double rations; the use of more than one ration card is a violation of the NATO SOFA.

b. The Director, IMCOM-Europe, will give written approval for ILS if the applicant meets the eligibility criteria in paragraph 14-1a.

c. ID-card-issuing authorities will—

(1) Receive written approvals and verified AE Form 600-700B from IMCOM-Europe (b above).

(2) Issue AE Form 600-700A with appropriate privileges. The AE Form 600-700A issued must indicate the country-of-use limitations of "GERMANY" in block 15.

14-4. AUTHORIZED SUPPORT

a. Persons specified in paragraph 14-1a are authorized to use the following:

(1) AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

(2) AFRC facilities.

(3) Commissary (including to purchase rationed items (AE Reg 600-702)).

(4) Customs exemption.

(5) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis when recommended by the CG, USAREUR, and approved by the Director, DODDS-Europe.

(6) Housing-referral services (limited to translation assistance and explanations of host-nation rental laws and telephone and utility services).

(7) Limited military postal service (only to purchase stamps and to send and receive mail to and from the person's home country).

(8) Local Government transportation when on official business.

(9) Local MWR services. The garrison commander may curtail these services when facilities are limited.

(10) Medical and dental services (AR 40-3).

(11) Military banking facilities (limited to currency exchange of up to $250 per day and purchase of a money order or cashier's check made payable to a U.S. Government agency).

(12) POL rations (purchase of POL authorization may be granted only when the POV is registered or listed in the U.S. Forces POV-registration system).

(13) Transient billets when on official business.

(14) U.S. Forces POV license and POV registration or listing.

(15) The *Abwicklungsschein*, except Dutch personnel may not use *Abwicklungsschein* to purchase vehicles under the U.S. Forces Individual Tax-Relief Program.

b. Quarters may be assigned to liaison officers only when the quarters are in excess of the needs of U.S. military and civilian personnel or when approved by the CG, USAREUR, or the COMUSAFE. These assignments may be made only according to appropriate administrative agreements.

CHAPTER 15
ILS FOR BRITISH AND FRENCH CONSULAR AND DIPLOMATIC PERSONNEL STATIONED IN GERMANY

15-1. APPLICABILITY
This chapter applies to—

a. British and French consular and diplomatic personnel stationed in Germany.

b. Family members accompanying persons specified in subparagraph a above.

15-2. IDENTITY DOCUMENTS
ID-card-issuing authorities will issue AE Form 600-700A to the persons specified in paragraph 15-1.

15-3. PROCEDURES

a. Sponsoring agencies and diplomatic missions (designated representatives) will—

(1) Identify eligible persons.

(2) Prepare and verify AE Form 600-700B.

(3) Ensure applicants have a diplomatic ID card issued by the German authorities.

b. ID-card-issuing authorities will—

(1) Receive verified copies of AE Form 600-700B and diplomatic ID cards.

(2) Issue AE Form 600-700A with appropriate privileges. The AE Form 600-700A issued must indicate the country-of-use limitations of "GERMANY" in block 15.

NOTE: Sponsoring agencies and diplomatic missions must obtain proof that any ration cards issued by the British or French Governments or their forces will not be used to obtain double rations; the use of more than one ration card is a violation of the NATO SOFA.

15-4. AUTHORIZED SUPPORT
Persons specified in paragraph 15-1 are authorized to use the following:

a. AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

b. Commissary (including to purchase rationed items (AE Reg 600-702)).

CHAPTER 16
ILS FOR BELGIAN, BRITISH, CANADIAN, DUTCH, AND FRENCH MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO GERMANY

16-1. APPLICABILITY
This chapter applies to—

a. Belgian, British, Canadian, Dutch, and French personnel assigned to Germany as members of the force or members of the civilian component, or on TDY in Germany.

b. Family members of persons specified in subparagraph a above.

16-2. IDENTITY DOCUMENTS
Persons specified in paragraph 16-1 will—

a. Have the appropriate ID card issued by their respective national forces.

b. Use the appropriate ration card issued by their respective national forces when purchasing rationed items.

16-3. AUTHORIZED SUPPORT
Persons specified in paragraph 16-1 are authorized to use the following:

a. AAFES-Eur facilities (including to purchase rationed items other than POL (AE Reg 600-702)).

b. AFRC facilities (on a space-available basis and subject to special rates).

c. Commissary (including to purchase rationed items (AE Reg 600-702)).

d. Local MWR services (as determined by the local commander and based on the availability of such facilities).

e. Military banking facilities (limited to currency exchange of up to $250 per day and purchase of a money order or cashier's check made payable to a U.S. Government agency).

16-4. SPECIAL INSTRUCTIONS

a. Additional ILS may be authorized through special agreements and memorandums of understanding between the U.S. Forces and the requesting forces. Such support is dependent on NATO SOFA provisions, international agreements, U.S. laws, Army regulations, and Army in Europe regulations. Additional ILS also depends on whether it is in the best interest of the U.S. Government and if the ILS may be provided without hindering service to authorized U.S. personnel.

b. IMCOM-Europe (IMEU-HMT) will maintain copies of special agreements and memorandums of understanding that authorize additional ILS.

CHAPTER 17
ILS FOR NATO MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO INTERNATIONAL MILITARY HEADQUARTERS AND ACTIVITIES

SECTION I
GENERAL

17-1. APPLICABILITY
This chapter applies to NATO military and civilian personnel assigned to IMH and activities.

17-2. IMH AND ACTIVITIES
Table 17-1 lists the IMH and activities that receive ILS privileges from the U.S. Army. Other support may be authorized when the personnel are performing liaison functions with a military mission accredited to a USEUCOM, USAREUR, or USAFE commander (chap 14), or assigned for duty as military trainees (chap 19).

SECTION II
PERSONNEL ASSIGNED TO IMH IN GERMANY THAT ARE SUPPORTED BY THE U.S. ARMY

17-3. APPLICABILITY

a. This section applies to persons assigned to the following IMH or activities:

(1) Component Command Land Headquarters Heidelberg (CC-Land HQ Heidelberg) (Heidelberg).

(2) Component Command Air Headquarters Ramstein (CC-Air HQ Ramstein) (Ramstein).

(3) E-3A Component of the NATO Airborne Early Warning and Control Force (NATO E-3A) (Geilenkirchen).

(4) Deployable Combined Air Operations Centre (DCAOC) (Uedem).

(5) Combined Air Operations Centre (CAOC) (Uedem).

(6) CAOC (Kalkar).

(7) CAOC (Meßstetten).

(8) NATO School (Oberammergau).

(9) Joint Air Power Competence Centre (JAPCC) (Kalkar).

(10) First (German/Netherlands) Corps Headquarters (1 GE/NL Corps HQ) (Münster).

(11) Headquarters Allied Rapid Reaction Corps – United Kingdom (HQ NRDC UK) (Rheindahlen).

(12) NATO [Communication and Information Systems] CIS Services Agency (NCSA) Sector Ramstein (Ramstein).

(13) NCSA Sector Heidelberg (Heidelberg).

b. Applicability to IMH or activities listed in subparagraph a above includes NATO military and civilian personnel (and their Family members) permanently assigned to or on TDY at such organizations (including the national support elements that support those organizations). Non-Sending-State NATO military and civilian personnel on TDY must be permanently assigned to another IMH in or outside of Germany.

Table 17-1
Supported IMH and Activities

Headquarters	Location	Short title	Authorized support (chapter/section)
Section I. U.S. Army-Supported IMH and Activities in Germany			
Component Command Land Headquarters Heidelberg	Heidelberg, Germany	CC-Land HQ Heidelberg	chapter 17/section II
Component Command Air Headquarters Ramstein	Ramstein, Germany	CC-Air HQ Ramstein	chapter 17/section II
E-3A Component of the NATO Airborne Early Warning and Control Force	Geilenkirchen, Germany	NATO E-3A	chapter 17/section II
Deployable Combined Air Operations Centre	Uedem, Germany	DCOAC	chapter 17/section II
Combined Air Operations Centre	Uedem, Germany	CAOC Uedem	chapter 17/section II
Combined Air Operations Centre	Kalkar, Germany	CAOC Kalkar	chapter 17/section II
Combined Air Operations Centre	Meßstetten, Germany	CAOC Meßstetten	chapter 17/section II
NATO School	Oberammergau, Germany	NATO School	chapter 17/section II
Joint Air Power Competence Center	Kalkar, Germany	JAPCC	chapter 17/section II
First (German/Netherlands) Corps Headquarters	Münster, Germany	1 (GE/NL) Corps HQ	chapter 17/section II
Headquarters Allied Rapid Reaction Corps - United Kingdom	Rheindahlen, Germany	HQ ARRC UK	chapter 17/section II
NATO [Communication and Information Systems] CIS Services Agency Sector Ramstein	Ramstein, Germany	NCSA-Ramstein	chapter 17/section II
NATO [Communication and Information Systems] CIS Services Agency Sector Heidelberg	Heidelberg, Germany	NCSA-Heidelberg	chapter 17/section II

Section II. USASETAF-Supported IMH and Activities in Italy			
Joint Force Command Headquarters Naples	Naples, Italy	JFC HQ Naples	chapter 17/section III
Component Command Maritime Headquarters Naples	Naples, Italy	CC-Mar HQ Naples	chapter 17/section III
Headquarters Civil-Military Cooperation Group South	Motta di Livenza, Italy	HQ CIMIC Grp South	chapter 17/section III
Deployable Combined Air Operations Centre	Poggio Renatico, Italy	DCAOC	chapter 17/section III
Combined Air Operations Centre	Poggio Renatico, Italy	CAOC	chapter 17/section III
NATO Undersea Research Centre	La Spezia, Italy	NURC	chapter 17/section III
NATO Defense College	Rome, Italy	NDC	chapter 17/section III
NATO Communications and Information Systems School	Latina, Italy	NCISS	chapter 17/section III
Headquarters NATO Rapid Deployable Corps – Italy	Solbiate Olona/Milan, Italy	HQ NRDC-IT	chapter 17/section III
Headquarters NATO Rapid Deployable Maritime Component Command	Tarent, Italy	HQ NRDMCC	chapter 17/section III
Headquarters Naval Striking and Support Forces NATO	Naples, Italy	HQ STRIKFORNATO	chapter 17/section III
NATO [Communication and Information Systems] CIS Services Agency Sector Naples	Naples, Italy	NCSA-Naples	chapter 17/section III
European Gendarmes Force	Vicenza, Italy	GENDIFOR	chapter 17/section III
Section III. USAG Benelux-Supported IMH and Activities in Belgium and the Netherlands			
Supreme Headquarters Allied Powers Europe, Allied Command Operations	Mons, Belgium	SHAPE ACO	chapter 18
Joint Forces Command Headquarters Brunssum	Brunssum, the Netherlands	JFC HQ Brunssum	chapter 18
NATO Airborne Early Warning Force Command Headquarters	Mons, Belgium	NAEWFC HQ	chapter 18
NATO Programming Centre	Glons, Belgium	NPC	chapter 18
Tactical Leadership Programme	Florennes, Belgium	TLP	chapter 18
Allied Command Transformation Staff Element Europe	Mons, Belgium	ACT SEE	chapter 18
NATO [Communication and Information Systems] CIS Services Agency	Mons Belgium	NCSA	chapter 18
NATO [Communication and Information Systems] CIS Services Agency Sector Mons	Mons Belgium	NCSA-Mons	chapter 18
NATO [Communication and Information Systems] CIS Services Agency Sector Brunssum	Brunssum, the Netherlands	NCSA-Brunssum	chapter 18

17-4. IDENTITY DOCUMENTS

Persons specified in paragraph 17-3 will receive AE Form 600-700A.

17-5. PROCEDURES

a. For NATO military personnel, the U.S. Army liaison officer or highest ranking U.S. Army official (or the designated U.S. Army military or civilian officer), or the Senior National Representative at each IMH will prepare and verify AE Form 600-700B and annotate on it the support authorized in paragraph 17-6.

b. For NATO civilian personnel, the civilian personnel officer at each IMH will prepare and verify AE Form 600-700B and annotate on it the support authorized in paragraph 17-6.

c. ID-card-issuing authorities will—

(1) Receive the verified AE Form 600-700B.

(2) Issue AE Form 600-700A with appropriate privileges. The issued AE Form 600-700A must indicate the country-of-use limitations of "GERMANY" in block 15.

17-6. AUTHORIZED SUPPORT

a. German NATO military and civilian personnel are authorized to use the following:

(1) AAFES-Eur facilities (including the purchase of rationed items (AE Reg 600-702) by German military personnel). High-value items, precision instruments, and luxury items are not authorized purchases. The following are examples of items that are not authorized for purchase:

(a) Valuable items (such as vehicles of any kind).

(b) Electrical and optical instruments (such as binoculars, cameras, computers, kitchen appliances, radios, sporting equipment, CD or MP3 players, and televisions).

(c) Precision instruments (such as watches and clocks).

(d) Cosmetics and perfumes.

(2) AFRC facilities (on a space-available basis and subject to special rates).

(3) Commissary. Purchases are limited to only food and items for daily use, except German military personnel may also purchase rationed items (AE Reg 600-702).

(4) Local Government transportation (AR 58-l).

(5) Local MWR services (as determined by the local commander and based on availability of such facilities).

(6) Military banking facilities (limited to currency exchange of up to $250 per day for use in AAFES-Eur facilities).

(7) POL purchases (by German military personnel). POL items will be limited to 50 liters per month and will be sold only to persons who have a POV registered in their name.

b. The spouse and designated Family members of German NATO military and civilian personnel are authorized the support listed in subparagraph a above (except for rationed items and the purchase of POL). Spouses and designated Family members of German military personnel may purchase rationed items (AE Reg 600-702) for their sponsor using the sponsor's ration card. All other Family members over 10 years old may be issued AE Form 600-700A to be used only for access to local MWR services (as determined by the local commander and based on availability of such facilities). All other privileges will be withheld.

c. NATO military and civilian personnel and their Family members who are citizens of Belgium, Bulgaria, Canada, Czech Republic, Denmark, Estonia, France, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, the United Kingdom, and the United States are authorized to use the following:

(1) AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

(2) AFRC facilities (on a space-available basis and subject to special rates).

(3) Commissary (including to purchase rationed items (AE Reg 600-702)).

(4) Customs exemption.

(5) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis when recommended by the CG, USAREUR, and approved by the Director, DODDS-Europe, for non-U.S. military Family members.

(6) Housing referral services (limited to translation assistance and explanations of host-nation rental laws and telephone and utility services).

(7) Limited U.S. Forces postal services (only to purchase stamps and send and receive mail to and from the person's home country), except for NATO U.S. direct-hire personnel, who are authorized full U.S. Forces postal services.

(8) Local Government transportation (AR 58-l).

(9) Local MWR services (as determined by the local commander and based on the availability of such facilities).

(10) Military banking facilities (limited to currency exchange of up to $250 per day and purchase of a money order or cashier's check made payable to a U.S. Government agency).

(11) POL purchase (only when POV is registered or listed in the U.S. Forces POV-registration system).

(a) To receive U.S. Forces POL-purchase authorization for a vehicle that is not registered in the U.S. Forces POV-registration system, the POV must be listed (versus registered) in the U.S. Forces POV-registration system to obtain POL purchase authorization. When a vehicle is purchased without having to pay taxes or duties, it must be formally registered in the U.S. Forces POV-registration system before a POL-purchase authorization may be authorized.

(b) Belgian, Dutch, French, and UK personnel are not authorized to buy POL with the U.S. Forces fuel-coupon or fuel-card systems.

(12) Transient billets when on official business.

(13) U.S. Forces POV inspection and registration or listing.

(a) Belgian, Dutch, French, and UK personnel may not receive a U.S. Forces POV registration or have their POV listed with the U.S. Forces POV registration system.

(b) Canadian personnel may have their POV listed with the U.S. Forces for the purpose of POL purchases, but may not receive a U.S. Forces POV registration.

(14) The *Abwicklungsschein*, except that Dutch personnel may not use an *Abwicklungsschein* to purchase vehicles under the U.S. Forces Individual Tax-Relief Program.

d. Pending accession to the NATO SOFA and to the Protocol on the Status of International Military Headquarters (Paris Protocol) by any new NATO country or NATO "invited countries" to the NATO SOFA, military and civilian personnel and their Family members of countries assigned to the U.S. Army-supported IMH and activities in Germany (table 17-1, sec I) are entitled to the ILS listed in subparagraph c above with the following exceptions:

(1) AAFES-Eur facilities.

(2) Commissary facilities.

(3) Customs exemption.

(4) DODDS services.

(5) POL purchases (only when the POV is registered or listed in the U.S. Forces POV-registration system).

(6) U.S. Forces POV inspection and registration or listing, and the issue of a U.S. Forces certificate of license.

(7) *Abwicklungsschein*.

e. Military and civilian personnel assigned to the 1 (GE/NL) Corps HQ (except for German civilian personnel) are authorized only the following:

(1) POL purchase (only when the POV is registered or listed in the U.S. Forces POV-registration system, except German military personnel may purchase up to 50 liters per month for a national-plated POV registered in their name).

(2) For non-German NATO military and civilian personnel, U.S. Forces POV inspection and registration or listing, and issue of a U.S. Forces certificate of license.

17-7. SPECIAL INSTRUCTIONS

a. Requests for exception to policy for personnel assigned to IMH in Germany that are supported by the U.S. Army must be sent to IMCOM-Europe (IMEU-HMT), Unit 29055, APO AE 09081-9055. IMCOM-Europe will forward requests for exception that involve customs or tax exemptions to the NATO/SOFA Office (ECJ1-CEA-NS), Office of the Provost Marshal, HQ USAREUR, Unit 29931, APO AE 09086-9931. If approved, the NATO/SOFA Office will issue a memorandum authorizing the support in coordination with the Federal Ministry of Finance.

b. Belgian, British, Canadian, Dutch, and French personnel may use the ID card issued by their respective country to enter AAFES-Eur facilities.

c. The commander of each IMH or activity, or the commander's designated representative, may deny requests for support under this chapter without coordinating the denial with IMCOM-Europe (IMEU-HMT).

d. Personnel on TDY for less than 30 days will have their DD Form 1610 or other form of official travel order overstamped by the local billeting office to indicate their authorized prorated ration quantities. The billeting office will keep one copy of the TDY or travel orders for control purposes. The stamp will indicate the quantity of rationed items (AE Reg 600-702) authorized, prorated for the length of the TDY (for example, if the TDY period is for 1 week, one-fourth of a month's rations are authorized; if the TDY period is for 2 weeks, one-half of a month's rations are authorized). Individuals will present the stamped copy of their TDY or travel orders and a valid military or civilian ID card issued by the applicable national armed forces or international agency when they buy rationed items (AE Reg 600-702). Billeting offices will annotate the TDY or travel orders to ensure rationed quantities are not exceeded (AE Reg 600-702).

SECTION III
NATO MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO AN INTERNATIONAL MILITARY ACTIVITY SUPPORTED BY USASETAF

17-8. APPLICABILITY
This section applies to—

a. NATO military and civilian personnel permanently assigned to one of the following international activities (table 17-1):

(1) Joint Force Command Headquarters Naples (JFC HQ Naples) (Naples).

(2) Component command Maritime Headquarters Naples (CC-Mar HQ Naples) (Naples).

(3) Headquarters Civil-Military Cooperation Group South (HQ CIMIC Grp South) (Motta di Livenza).

(4) DCAOC (Poggio Renatico).

(5) CAOC (Poggio Renatico).

(6) NATO Undersea Research Centre (NURC) (La Spezia).

(7) NATO Defense College (NDC) (Rome).

(8) NATO Communications and Information Systems School (NCISS) (Latina).

(9) Headquarters NATO Rapid Deployable Corps - Italy (HQ NRDC-IT) (Solbiate Olana/Milan).

(10) Headquarters NATO Rapid Deployable Maritime Component Command (HQ NRDMCC) (Tarent).

(11) Headquarters Naval Striking and Support Forces NATO (HQ STRIKFORNATO) (Naples).

(12) NCSA Sector Naples.

(13) European Gendarmes Force (GENDIFOR) (Vicenza).

b. NATO military and civilian personnel who are on TDY to one of the activities in subparagraph a above.

c. U.S. NATO direct-hires assigned to NATO military and civil bodies in Italy.

d. Family members of personnel specified in subparagraphs a, b, and c above.

17-9. IDENTITY DOCUMENTS

ID-card-issuing authorities will issue AE Form 600-700A to the persons specified in paragraphs 17-8a and b according to paragraph 17-10.

17-10. PROCEDURES

a. Sponsoring agencies must prepare, verify, and deliver AE Form 600-700B to the Commander, USAG Vicenza, Unit 31401, Box 41, APO AE 09630-0078.

b. The Commander, USAG Vicenza, will—

(1) Determine if support is authorized.

(2) Approve or disapprove the request for support.

(3) Issue AE Form 600-700A with appropriate privileges for approved requests. The AE Form 600-700A issued must indicate the country-of-use limitations of "ITALY" in block 15.

17-11. AUTHORIZED SUPPORT

a. NATO military and civilian personnel permanently assigned to one of the activities specified in paragraph 17-8a are authorized the following privileges:

(1) AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

(2) Commissary (including to purchase rationed items (AE Reg 600-702)).

(3) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis when recommended by the CG, USAREUR, and approved by the Director, DODDS-Europe.

(4) Housing referral services (limited to translation assistance and explanations of host-nation rental laws and telephone and utility services).

(5) Local MWR services.

(6) Medical and dental services (emergencies only) (AR 40-3).

(7) Military banking facilities (only to exchange local currencies).

(8) POL purchases (with the person's U.S. Forces or home-country registration).

(9) Transient billets when on official business.

(10) U.S. Forces POV license and registration.

b. NATO military and civilian personnel on TDY to one of the activities specified in paragraph 17-8a are authorized the following privileges:

(1) AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

(2) Commissary (including to purchase rationed items (AE Reg 600-702)).

(3) Limited military postal service (only to purchase stamps and send and receive mail to and from the person's home country).

(4) Local MWR services.

(5) Medical and dental services (emergencies only) (AR 40-3).

(6) Transient billets (when on official business or when the person has valid military orders or other documents indicating official travel).

c. Persons specified in paragraph 17-8c are authorized commissary and post-exchange privileges, including the purchase of rationed items (AE Reg 600-702) and full U.S. Forces postal services, unless specifically limited by appropriate international agreements.

d. Family members of personnel in subparagraphs a, b, and c above are authorized the same privileges as their sponsor.

17-12. SPECIAL INSTRUCTIONS
Requests for exception to policy must be sent through the Commander, USAG Vicenza (see address in para 17-10a), to the Commanding General, USASETAF.

CHAPTER 18
PERSONNEL SUPPORTED BY THE U.S. ARMY AND ASSIGNED IN THE USAG BENELUX GEOGRAPHIC AOR

18-1. APPLICABILITY
This section applies to personnel supported by the U.S. Army and assigned in the geographic AOR of USAG Benelux (for example, Belgium, the Limburg Province, the Netherlands, and the surrounding tri-border area in Germany) (including those listed in table 17-1, section III).

18-2. IDENTITY DOCUMENTS

Identity documents will be issued to the persons specified in paragraph 18-1 as follows:

a. U.S. military and DOD civilian personnel and their Family members will be issued identity documents according to chapter 3. Accredited DOD contractors and their Family members will be issued identity documents according to chapter 7.

b. U.S. NATO direct-hire employees assigned to NATO military or civil bodies in the geographic AOR of USAG Benelux and their Family members will be issued AE Form 600-700A according to chapter 2.

c. Other persons who may be authorized privileges by the competent authority will be issued AE Form 600-700A.

18-3. PROCEDURES

a. The Commander, USAG Benelux, will develop and issue procedures to authorize support.

b. AE Form 600-700A will be issued with appropriate privileges. The AE Form 600-700A issued must indicate the applicable country-of-use limitations in block 15.

18-4. AUTHORIZED SUPPORT

a. Persons specified in paragraphs 18-2a and c are authorized support—

(1) According to appropriate international agreements.

(2) As indicated in the specific memorandums of understanding or memorandums of agreement between the CG, USAREUR, and the applicable international military activity for support authorized in the geographic AOR of the activity.

(3) As determined by the Commander, USAG Benelux.

b. Persons specified in paragraph 18-2b are authorized commissary and post-exchange privileges, including the purchase of rationed items (AE Reg 600-702) and full U.S. Forces postal services unless specifically limited by appropriate international agreements.

CHAPTER 19
ILS FOR FOREIGN MILITARY TRAINEES OF SENDING-STATE NATIONS

19-1. APPLICABILITY

This chapter applies to foreign military personnel of Sending State nations (Belgium, Canada, France, the Netherlands, and the United Kingdom) who are invited by the CG, USAREUR, for training purposes (for example, exercise participants, observers, exchange trainees) at U.S.-controlled training areas and facilities in Germany.

NOTE: The provisions in this chapter do not apply to Family members of the foreign military trainees.

19-2. IDENTITY DOCUMENTS

Persons specified in paragraph 19-1 will be issued identity documents as follows:

a. For training periods less than 30 days, invitational travel orders published by a U.S. agency or NATO travel orders and country ID documents are required. Invitational travel orders must indicate assignment or attachment to a U.S. military organization or activity. Individuals who want to purchase rationed items (AE Reg 600-702) at AAFES-Eur facilities must have their TDY orders overstamped by the transient billeting office serving their TDY station.

(1) The billeting office will keep one copy of the TDY orders for control purposes. The stamp will indicate the quantity of rationed items (AE Reg 600-702) authorized. This quantity will be prorated based on the length of the TDY (for example, if the TDY period is for 1 week, one-fourth of a month's rations are authorized; if the TDY period is for 2 weeks, one-half of a month's rations are authorized).

(2) Individuals will present the overstamped copy of their NATO travel orders or TDY or invitational travel orders and a valid military or civilian ID card issued by the applicable national armed forces when rationed items (AE Reg 600-702) are purchased. The orders must be annotated to ensure rationed quantities are not exceeded.

b. For training periods of 30 days or more, ID-card-issuing authorities will issue AE Form 600-700A as prescribed in paragraph 19-3.

19-3. PROCEDURES

a. Sponsoring agencies will verify AE Form 600-700B for applicants who are training for 30 days or more and send it to the ID-card-issuing authority.

b. The ID-card-issuing authority will issue AE Form 600-700A with appropriate privileges (para 19-4). The AE Form 600-700A issued must indicate the country-of-use limitations of "GERMANY" in block 15.

19-4. AUTHORIZED SUPPORT

a. Persons specified in paragraph 19-1 are authorized the support indicated in paragraph 16-3. This includes rationed items (AE Reg 600-702) in proportion to the length of approved stay. POL is not included.

b. Persons specified in paragraph 19-1 are authorized privileges indicated only at the TDY base or post indicated in their orders. They are not authorized access to facilities en route to or from their TDY station.

CHAPTER 20
ILS FOR NON-U.S. FORCES ITALIAN NATIONAL MILITARY PERSONNEL ASSIGNED TO DUTY WITH OR SUPPORTED BY USASETAF

20-1. APPLICABILITY

This chapter applies to the following categories of personnel and their Family members:

a. Italian military-liaison personnel from the military zones of Vicenza and Livorno stationed at Caserma Ederle and Camp Darby.

b. *Carabinieri* (Italian military police) stationed in the USASETAF geographic AOR.

c. Italian Army and Air Force personnel assigned to USASETAF.

20-2. IDENTITY DOCUMENTS
The Commander, USAG Vicenza, will issue AE Form 600-700A to persons specified in paragraph 20-1.

20-3. PROCEDURES

a. Sponsoring commands will—

(1) Determine eligible persons.

(2) Prepare and verify AE Form 600-700B according to chapter 2.

(3) Determine the support authorized.

b. The Commander, USAG Vicenza, will—

(1) Receive the verified AE Form 600-700B.

(2) Issue AE Form 600-700A with appropriate privileges. The issued AE Form 600-700A must indicate the country-of-use limitations of "ITALY" in block 15.

20-4. AUTHORIZED SUPPORT
The Commanding General, USASETAF, will determine and approve the degree and types of support authorized. Any rights, privileges, and benefits received will be based on international agreements and concessions with host-nation authorities.

CHAPTER 21
ILS FOR PERSONS ASSIGNED TO U.S. DIPLOMATIC AND CONSULAR POSTS

21-1. APPLICABILITY
This chapter applies to—

a. The following persons assigned to or on duty in U.S. diplomatic or consular posts in Africa, Europe, or the Middle East when on official duty in Germany or Italy:

(1) U.S. military personnel.

(2) U.S.-citizen civilian employees of the U.S. military forces.

(3) U.S.-citizen civilian employees of U.S. Government agencies.

(4) Family members of persons specified in (1) through (3) above and subparagraphs b and c below when accompanied by their sponsor.

b. U.S.-citizen civilian personnel employed with activities in support of the American Embassy or consulates in Germany.

c. U.S. military personnel and U.S.-citizen employees assigned to, on duty in, or on valid contracts according to AR 1-75 in U.S. diplomatic and consular posts with defense attaché offices or military assistance advisory groups and missions and their successors under the International Security Assistance and Arms Export Control Act.

NOTE: U.S.-citizen civilian employees in a(2) and (3), b, and c above must be U.S. dollar-paid employees and not be deemed ordinarily resident in the country of employment.

21-2. IDENTITY DOCUMENTS
ID-card-issuing authorities will issue ID cards to persons specified in paragraph 21-1 according to subparagraphs a and b below.

a. Chapter 3 provides procedures for U.S. military and DOD civilian employees.

b. Other employees in paragraph 21-1 will receive AE Form 600-700A.

21-3. PROCEDURES
Designated authorities (as determined by consular and diplomatic officials) within the consulate or diplomatic post of assignment will—

a. Prepare and verify AE Form 600-700B.

b. Issue AE Form 600-700A with appropriate privileges. The issued AE Form 600-700A must indicate country-of-use limitations in block 15, as applicable to the country where the person is assigned permanent duties or to the country where the person is placed on temporary official duty. Specifically, if a person is assigned permanent duties or placed on temporary official duty in Germany, the card will indicate "GERMANY" in block 15. If a person is assigned permanent duties or placed on temporary official duty in Italy, the card will indicate "ITALY" in block 15. The issue of a single AE Form 600-700A that indicates privilege use in both countries is not authorized.

c. Collect and safeguard AE Form 600-700A when the cardholder is not on official duty in Germany or Italy.

21-4. AUTHORIZED SUPPORT
Persons specified in paragraph 21-1 are authorized to use the following:

a. AAFES-Eur facilities (including to purchase rationed items (AE Reg 600-702)).

b. ACES (AR 621-5).

c. AFRC facilities (on a space-available basis).

d. Commissary (including to purchase rationed items (AE Reg 600-702)).

e. DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis when recommended by the CG, USAREUR, and approved by the Director, DODDS-Europe.

f. Local MWR services.

g. Medical and dental services (AR 40-3).

h. Military banking facilities.

i. Military postal services (authorized for individual mail only). In addition to the individual's AE Form 600-700A, a copy of the official duty orders must be presented for any employee who is not based in Germany or Italy.

j. Mortuary services (on a reimbursable basis when requested by the U.S. State Department (AR 638-2)).

k. POL purchases (not authorized in Italy).

l. Rationed item purchases using AE Form 600-702A.

NOTE: Authorized only for persons on duty (on an assigned or TDY basis for 30 days or more) at a consular or diplomatic post in Germany or Italy. AE Form 600-702A will be issued by the applicable consular or diplomatic post in Germany or Italy. U.S. military and DOD civilian personnel assigned to diplomatic or consular posts in Europe outside of Germany or Italy, or in North Africa may receive authorized ration privileges when in Germany or Italy on official leave or pass according to AE Regulation 600-702.

m. Transient billets (when on official business).

CHAPTER 22
ILS FOR CREDIT UNION EMPLOYEES

22-1. APPLICABILITY
This chapter applies to—

a. U.S. and other NATO-country citizens (excluding German national personnel) employed exclusively by credit unions who are compensated in U.S. dollars and not ordinarily resident in the host nation.

b. Family members accompanying persons in subparagraph a above.

NOTE: Credit union employees in the UK are the responsibility of the COMUSAFE and are provided ILS as authorized by USAFE.

22-2. IDENTITY DOCUMENTS
Persons specified in paragraph 22-1a will be issued DD Form 2765. Persons specified in paragraph 22-1b will be issued AE Form 600-700A.

22-3. PROCEDURES

a. Sponsoring agencies will—

(1) Verify DD Form 1172 for issue of DD Form 2765 to employees, and prepare AE Form 600-700B for issue of AE Form 600-700A to eligible dependent Family members.

(2) Keep up-to-date records of employees and Family members who are authorized ID cards.

b. ID-card-issuing authorities will—

(1) Issue DD Form 2765 to sponsors and AE Forms 600-700A to eligible dependent Family members according to chapter 2. The issued AE Form 600-700A must indicate the applicable country-of-use limitations in block 15.

(2) Ensure ID cards that are collected and turned in to ID-card-issuing authorities according to paragraph 1-6 are disposed of as prescribed by DOD policy.

22-4. AUTHORIZED SUPPORT

Persons specified in paragraph 22-1 are authorized—

a. The full range of ILS according to AR 600-8-14 and as defined in the glossary.

b. Legal assistance (AR 27-3) only when DOD is contractually obligated to provide such assistance. The legal assistance, when authorized, will be limited to ministerial services (for example, notaries), legal counseling (for example, discussion of legal correspondence and documents), preparation of legal documents (limited to powers of attorney and advanced medical directives), and help in retaining civilian lawyers.

APPENDIX A
REFERENCES

SECTION I
PUBLICATIONS

NATO Status of Forces Agreement and German Supplementary Agreement

Section 2151, Act of 4 September 1961, Public Law 81-195, 75 Stat 424, Foreign Assistance Act

Section 126.1, Part 126, Act of 1976, Public Law 94-329, 90 Stat 729, International Security Assistance and Arms Export Control Act

Title V, Act of 5 November 1990, Public Law 101-510, National Defense Authorization Act

DOD Directive 1404.10, DOD Civilian Expeditionary Workforce

DOD Instruction 1330.17, Armed Services Commissary Operations

DOD Instruction 3020.37, Continuation of Essential DOD Contractor Services During Crises

DODEA Regulation 1342.13, Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas

AR 1-75, Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 27-3, The Army Legal Assistance Program

AR 40-3, Medical, Dental, and Veterinary Care

AR 58-1, Management, Acquisition, and Use of Motor Vehicles

AR 215-8, Army and Air Force Exchange Service Operations

AR 420-1 and AE Supplement 1, Army Facilities Management

AR 600-8-1, Army Casualty Program

AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel

AR 621-5, Army Continuing Education System

AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects

AR 700-84, Issue and Sale of Personal Clothing

AE Regulation 27-9, Misconduct by Civilians

AE Regulation 27-10, Military Justice

AE Regulation 215-6, Individual Tax-Relief Program

AE Regulation 550-175, U.S. Forces Customs Controls in Germany

AE Regulation 600-1, Regulated Activities in Europe

AE Regulation 600-17, Retail Sales of Motor Fuel to Individuals in Germany

AE Regulation 600-77, Status of Forces Agreement Identification in Germany

AE Regulation 600-702, Ration Policy

AE Regulation 715-9, Contractor Personnel in Germany—Technical Expert, Troop Care, and Analytical Support Personnel

SECTION II
FORMS

DD Form 2, Armed Forces of the United States - Geneva Conventions Identification Card

DD Form 577, Appointment/Termination Record - Authorized Signature

DD Form 1172, Application for Uniformed Services Identification Card—DEERS Enrollment

DD Form 1172-2, Application for Department of Defense Common Access Card—DEERS Enrollment

DD Form 1173, Uniformed Services Identification and Privilege Card

DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement

DD Form 2764, United States DOD/Uniformed Services Civilian Geneva Conventions Identification Card

DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card

DA Form 410, Receipt for Accountable Form

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 3964, Classified Document Accountability Record

AE Form 190-1A, U.S. Forces POV Registration/Title Certificate/*Zulassungsschein/Besitzurkunde für Privatkraftfahrzeuge*

AE Form 190-1F, U.S. Forces Certificate of License/The United States Forces in Germany

AE Form 600-8-3C, Application for Box-R General Delivery Service

AE Form 600-77C, Blank Card Stock for Status of Forces Agreement (SOFA) Identification

AE Form 600-700A, Army in Europe Privilege and Identification Card

AE Form 600-700B, Application for Army in Europe Privilege and Identification Card

AE Form 600-700C, Accountability Register for Army in Europe Privilege and Identification Cards

AE Form 600-700D, Commissary/AAFES Privilege Card

AE Form 600-700E, Commissary/AAFES Privilege-Card Register

AE Form 600-702A, U.S. Forces Ration Card

GLOSSARY

SECTION I
ABBREVIATIONS

1 (GE/NL) Corps HQ	First (German/Netherlands) Corps Headquarters
AAFES	Army and Air Force Exchange Service
AAFES-Eur	Army and Air Force Exchange Service, Europe
ACES	Army Continuing Education System
ACT SEE	Allied Command Transformation Staff Element Europe
AD	active duty
ADSW	active duty for special work
ADT	active duty for training
AE	Army in Europe
AFRC	Armed Forces Recreation Center
AOR	area of responsibility
APF	appropriated fund
APO	Army post office
AR	Army regulation
AS	analytical support
AT	annual training
ATM	automated teller machine
BA	battle assembly
BENELUX	Belgium, the Netherlands, Luxembourg
bldg	building
BSA	Boy Scouts of America
CAC	Common Access Card
CAC CIV	United States DOD/Uniformed Services Identification Card
CAC GC	United States DOD/Uniformed Services Geneva Conventions Identification Card
CAC PRIV	United States DOD/Uniformed Services Identification Card and Privilege Card
CAOC	Combined Air Operations Centre
CC-Air HQ Ramstein	Component Command Air Headquarters Ramstein
CC-Land HQ Heidelberg	Component Command Land Headquarters Heidelberg
CC-Mar HQ Naples	Component Command Maritime Headquarters Naples
CDRUSEUCOM	Commander, United States European Command
CG, USAREUR	Command General, United States Army Europe
CNE-C6F	Commander, United States Naval Forces Europe/Commander, United States Sixth Fleet
CoESPU	Center of Excellence in Stability Police Units
COMUSAFE	Commander, United States Air Forces in Europe
CONUS	continental United States
COR	contracting officer's representative
DA	Department of the Army
DCAOC	Deployable Combined Air Operations Centre
DEERS	Defense Enrollment Eligibility Reporting System
DEROS	date eligible for return from overseas
DFAS-IN	Defense Finance and Accounting Service-Indianapolis Center

DOCPER	Department of Defense Contractor Personnel Office, Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe
DOD	Department of Defense
DODD	Department of Defense directive
DODDS	Department of Defense Dependents Schools
DODDS-Europe	Department of Defense Dependents Schools-Europe
DODEA	Department of Defense Education Activity
EE	emergency essential
ET	equivalent training
EU	European Union
FIN	foreign identification number
FN	foreign national
GENDIFOR	European Gendarmes Forces
GSUSA	Girl Scouts of the United States of America
HQ	headquarters
HQ ARRC UK	Headquarters Allied Rapid Reaction Corps - United Kingdom
HQ CIMIC Grp South	Headquarters Civil-Military Cooperation Group South
HQ NRDC-IT	Headquarters NATO Rapid Deployable Corps - Italy
HQ NRDMCC	Headquarters NATO Rapid Deployable Maritime Component Command
HQ STRIKFORNATO	Headquarters Naval Striking and Support Forces NATO
HQ USAREUR	Headquarters, United States Army Europe
IACS	Installation Access Control System
ID	identification
ILS	individual logistic support
IMCOM-Europe	United States Army Installation Management Command, Europe Region
IMH	international military headquarters
JAPCC	Joint Air Power Competence Centre
JFC HQ	Joint Force Command Headquarters
LO	liaison officer
LWOP	leave without pay
MI	middle initial
mo	month
MWR	morale, welfare, and recreation
NAEWFC HQ	NATO Airborne Early Warning Force Command Headquarters
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
NATO E-3A	E-3A Component of the NATO Airborne Early Warning and Control Force
NCISS	NATO Communications and Information Systems School
NCSA	NATO [Communication and Information Systems] CIS Services Agency
NDC	NATO Defense College
no.	number
NPC	NATO Programming Centre
NSPS	National Security Personnel System
NURC	NATO Undersea Research Centre
OPM	Office of the Provost Marshal, Headquarters, United States Army Europe
PCS	permanent change of station
POC	point of contact
POL	petroleum, oils, and lubricants
POV	privately owned vehicle

RC	Reserve component
RST	rescheduled training
SHAPE	Supreme Headquarters Allied Powers Europe
SOFA	Status of Forces Agreement
SSN	social security number
TC	troop care
TDY	temporary duty
TE	technical expert
TLP	Tactical Leadership Programme
TTAD	temporary tour of active duty
U.S.	United States
USAFE	United States Air Forces in Europe
USAG	United States Army garrison
USAPDCE	United States Army Publications Distribution Center, Europe
USAREUR	United States Army Europe
USASETAF	United States Army Southern European Task Force
USEUCOM	United States European Command
USFC-E	United States Forces Customs-Europe
USO	United Service Organizations
USS	United Seamen's Service
VA	Department of Veterans Affairs
VAT	value-added tax

SECTION II
FOREIGN WORDS

Abwicklungsschein	value-added tax-relief form
Aufenthaltstitel	residence permit
Ausländerbehörde	alien-control authority
Auswärtiges Amt	[German] Department of Foreign Affairs
Mehrwertsteuer	tax-on-value-added
Zollbescheinigung	[German] customs certificate

SECTION III
TERMS

armed forces recreation center
Rest and recreation facilities operated for USEUCOM personnel by the Commander, Armed Forces Recreation Center. In Germany, these facilities are in Garmisch and are part of the Edelweiss Lodge and Resort.

close relative
A parent, brother, sister, stepparent, stepbrother, stepsister, grandparent, grandchild, nephew, or niece of a sponsor who is not considered the sponsor's dependent. These defined relationships may be by blood or affinity.

contingency contractor employee
An employee of a firm, or individual under contract or subcontract to DOD, designated as providing support or services vital to contingency, mobilization, or wartime missions.

dependent Family member
● The lawful spouse, legitimate unmarried children and stepchildren under age 21, and unmarried illegitimate children and stepchildren under age 21 whose paternity has been judicially determined, or who live with and receive more than 50 percent of their support from the sponsor.
● Parents, parents-in-law, adoptive parents, adoptive parents-in-law, and unmarried children over 21 years old who are mentally or physically incapacitated and whose incapacitation began before their 21st birthday.
● Unmarried children age 21 or 22 whose sponsors are U.S. military members or DOD civilian employees and who are attending an accredited institution of higher learning in a full-time status.
● Family members of DOD civilians, accredited contractors, and foreign military and civilian personnel who reside in the same household as their sponsor unless the sponsor is required because of official duty to reside in a separate household. Children must be unmarried and meet the age or student requirements (or both) as indicated above.

European Union (EU) member countries
Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom.

full range of logistic support
The following benefits, services, or facilities:
● Armed Forces Recreation Center facilities
● Army and Air Force Exchange Service
● Army Continuing Education System
● Commissary
● Credit union
● Customs exemption
● Dependent schools
● Housing referral services
● Legal assistance (AR 27-3)
● Local Government transportation
● Local morale, welfare, and recreation services
● Medical and dental services (AR 40-3)
● Military banking facilities
● Military postal services
● Mortuary services per AR 600-8-1
● Status of Forces Agreement identification (AE Form 600-77C)
● Pet and firearms registration and control
● Rationed items with ration card
● Tax-free petroleum, oils, and lubricants
● Transient billets
● U.S. Forces privately owned vehicle license and registration
● Value-added tax form (*Abwicklungsschein*)

full-time employee
An employee who works 20 hours or more per week in a paid status.

gray-area retiree
Retired U.S. Reserve component military personnel less than 60 years of age who are qualified for retirement and have transferred to the Retired Reserve, but have not started receiving their retired pay and will not start until they are age 60.

ID-card-issuing authorities
USAG commanders and heads of other organizations or agencies who are specifically authorized by IMCOM-Europe (IMEU-HMT) to requisition common access cards, DD Form 1173, AE Form 600-700A, and other types of ID cards, and to issue them in accordance with this regulation.

in loco parentis
Latin for "in the place of a parent."

individual logistic support
Privileges and services provided by the U.S. Army in Europe to individuals.

international military headquarters
A term defined in the Protocol on the Status of International Military Headquarters (Paris Protocol) and established on the basis of the North Atlantic Treaty, Article I and Article XIV, and local implementing agreements.

items for daily use and consumption
Items with a low value and nondurable in nature. Not included in this definition are electrical items, electrical and fine-mechanical appliances, vehicles of all kinds, and perfumes. Groceries and commodities that in the course of everyday housekeeping are subject to be eaten or consumed are, as a rule, perishable in nature.

member of household
● Close relative who does not qualify as dependent Family member, but who is currently and intends to remain a member of a sponsor's household and who is financially or for health reasons dependent on and supported by the sponsor.
● Child who reached age 21 during his or her sponsor's overseas tour.
● Illegitimate grandchild born during the sponsor's overseas tour.

mil-to-mil
Relations between the U.S. Forces and other nations' forces, such as bilateral exercises, seminars, personnel exchanges, organization visits and exchanges, and other forms of military cooperation.

NATO countries
For purposes of this regulation, NATO countries are Belgium, Bulgaria, Canada, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States.

ordinarily resident
Defined in paragraph 5-1.1(a), AE Supplement 1 to AR 690-300.301.

overseas sponsor
A person entitled to individual logistic support in the European theater because of employment with the U.S. Forces or a civilian component of the U.S. Forces.

restricted-tour area
Any overseas duty station where command-sponsored dependent Family members are not authorized. This also includes stations where command-sponsored dependent Family members may be authorized, but where the military member is not eligible to serve the accompanied tour.

Sending States
Countries that signed the Supplementary Agreement to the NATO Status of Forces Agreement: Belgium, Canada, France, the Netherlands, the United Kingdom, and the United States of America.

short-tour area
Any area into which the movement of Family members has been restricted or in which the all-others tour (AR 614-30) is less than 18 months. AR 614-30 lists short-tour areas.

SOFA status extension
An extension of the 90-day grace period provided for in the Supplementary Agreement for Germany to the NATO Status of Forces Agreement that includes all individual logistic support items and AE Form 600-77C.

sponsoring agency
● The servicing civilian personnel office (for example, civilian personnel advisory center, Army and Air Force Exchange Service-Europe, Department of Defense Dependents Schools-Europe) for civilian employees.
● Department of Defense Contractor Personnel Office for contractor employees under the management of that office.
● Director of Army Continuing Education System, IMCOM-Europe, for contractor employees of educational institutions.
● HQ USAREUR and IMCOM-Europe Chaplain Offices for contractor employees under the management of those offices.
● Military banks and credit unions for their employees.
● Directors and station managers of European region United Service Organizations, United Seamen's Service, and Red Cross operations.
● NATO/SOFA Office, Office of the Provost Marshal, HQ USAREUR, for in loco parentis cases.
● Designated officials in U.S. diplomatic or consular posts in African, Middle Eastern, or European countries for their personnel on official duty in Germany or Italy.
● Director, IMCOM-Europe, for cases by exception.

stateless person
A person who is not a citizen of any country.

verifying official
The person in the sponsoring agency who is responsible for ensuring persons are eligible to receive ID cards. This person must be a commissioned officer, warrant officer, enlisted personnel in the grade of E4 or above, or a civilian employee in the grade of YA-1, NF-3, C-5, or an equivalent or higher grade.